

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
BANK BUREAU CHIEF

DEFINITION

Supervises/manages the operations of the Banking Bureau and assures that examinations, reviews and ensures monitoring of policies/procedures are consistent with banking laws, operations and practices; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinate personnel and makes recommendations with respect to selection, compensation, disciplinary procedures, performance plans, leaves of absence, grievances and work schedules.

Participates in communicating the vision, mission, goals and objectives of the Division of Banking and requiring compliance with the policies and procedures of the Division.

Directs the scheduling of examinations of banks in cooperation with the Federal Deposit Insurance Corporation, the Federal Reserve Bank of Chicago, and independent accounting firms for completion of examinations on a timely basis and in such a manner as to maximize use of available manpower and at the least reasonable cost.

Participates in monitoring the progress of bank management in complying with all bank, bank holding company, and trust department examination reports and all action plans developed to resolve problems and reduce risks.

Participates with bank examination personnel and bank analysts in identifying problem state banks and those which may become problem banks and developing action plans for correction of deficiencies in the operation of such banks.

Maintains cooperative relationships with federal supervisory agencies and with other state agencies.

Manages an ongoing review and revision of bank examination and examination review policies, processes and procedures as needed in keeping with changes occurring in the banking business.

Oversees and participates with the Comptroller in managing the performance review process for bank analyst personnel and in developing and maintaining training programs for all such personnel.

Participates with the Comptroller in preparation of monthly and annual budgets for the Bank Bureau and the Division of Banking and in monitoring the performance of the Bank Bureau in comparison with such budgets.

Participates with the Superintendent of Banking, Comptroller and State Banking Council in fixing fees charged by the Division for examination and supervision of state banks.

Refers questions or problems not specifically covered by law, regulation or policy to the appropriate office of the Attorney General of Iowa.

Serves as liaison and principal communication link between office and bank examination field personnel.

Participates in all meetings with bankers, accountants, attorneys, examiners and others relating to the examination, supervision and regulation of state banks and with proposals to organize new state banks and by state banks to merge, consolidate, establish bank offices, change locations, etc.

Ensures that subordinates are interpreting laws, rules, regulations and policies of the Division of Banking accurately and possess a working knowledge and understanding of other laws, regulations and policies used or referred to in the operation of the Division.

Acts as a principal advisor to the Superintendent in all matters relating to the regulation and supervision of state banks and recommends changes in the law, regulations and policies as deemed necessary and appropriate.

Participates in the conduct of the operations of the Division of Banking as a member of the Senior Management Team, Bank Bureau Management Team, Procedures Committee, and Technology Committee.

COMPETENCIES REQUIRED

Knowledge of the principles of money and banking, business, and personal and agricultural finance.

Knowledge of banking laws, rules, regulations and policies of the Division of Banking.

Ability to establish program objectives or performance goals and assess progress toward achievement.

Ability to make sound judgments and decisions and to evaluate facts, situations and circumstances in an objective manner demonstrating strong attention to detail.

Ability to analyze and interpret bank accounting and financial data and to appropriately apply laws, rules and regulations relating to banks and banking.

Ability to plan, organize, evaluate and supervise the work of subordinates and encourage cooperation, pride and commitment on the part of subordinates working with minimal supervision.

Ability to establish and maintain effective working relationships with subordinates, co-workers, personnel of other regulatory agencies, personnel of other agencies of state government, bank personnel and others having contact with the Bank Division.

Ability to demonstrate proficiency in the use of word processing, spreadsheet software and web-based computer applications.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, banking, business education, real estate, business administration, economics or finance and six years of full-time work experience in either examining or administering bank or related financial institution records and resources for accountability to either federal or state banking laws and regulations, of which two years must have been in a supervisory position;

OR

an equivalent combination of experience and education substituting one year of the required experience as an officer for a bank, trust company, loan institution, credit union, governmental regulatory agency, or

accounting firm for each year (thirty semester hours is equivalent to one year) of the required education to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of two years of full-time work as a Bank Examiner-Senior or Bank Examiner-Regional Manager shall be considered as qualifying.

NOTE:

Travel may be required for positions in this class. Employees must arrange transportation to and from assigned work areas.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Commerce, Division of Banking.

Effective Date: 04/08 SH