

DIRECTOR OF NONDEPOSITORY INSTITUTIONS**Nature of Work**

Under administrative direction, this is a supervisory position in the Nondepository Institutions section of the Division of Banking. Responsible for the supervision, continuity, and quality control of all examination programs for nondepository institutions. Supervises the applications, licensing, examination, and reporting functions applicable to supervised entities. Coordinates the activities of various Division personnel to promote the effectiveness and efficiency of the licensing process, examinations, examination procedures, and examination related functions. Oversees the development of policies, procedures and/or administrative directives, direct the development of training programs and technical research materials affecting examination issues and procedures and oversees implementation of programs. Consults with and assists the Commissioner in the establishment of agency goals and subsequent planning, directing, implementing, monitoring and evaluating achievement of agency's goals. Assesses and evaluates Division needs in the various areas of supervisory operations such as training, performance standards, legislation, and other topics. May represent the Division at meetings with specific financial institutions, industry representatives, and the public. Performs related work as required.

Examples of Work

Manages subordinates to confirm that policy and timeframes are satisfied in conduct of licensing activities for nondepository applications to the Division.

Develops and executes examination policies and procedures.

Administers all examination related functions.

Directs the establishment and follow through of examination/supervisory goals of the Division of Banking.

Assesses, on an aggregate basis, the condition, integrity and soundness of West Virginia nondepository financial institutions.

Defines and direct compliance with quality control standards; may review examination reports for quality control purposes.

Analyzes regulatory training programs; oversees program changes and improvements.

Consults with and advises Commissioner of Banking on regulatory issues.

Represents Division as needed at meetings with other federal and state government agencies, financial institution executives, other federal and state regulators, the public and the legislature.

DIRECTOR, NONDEPOSITORY INSTITUTIONS (CONT'D)**Examples of Work (cont'd)**

Conducts meetings with the staff, management or board of directors of supervised financial institutions to present and discuss regulatory concerns and recommendations for improvement.

Confers with supervisors and examination personnel on a regular basis to assess training needs and current examination issues.

Counsels examination personnel on performance issues and makes recommendations for promotions, terminations, demotions and merit increases as necessary.

Interviews prospective applicants for employment and makes recommendations for employment.

Prepares written correspondence and reports as necessary.

Defines and manages proprietary software needs and procedures relating to the cataloging, licensing, examination and reporting of nondepository institutions.

Knowledge, Skills and Abilities

Knowledge of the applicable state and federal laws governing the licensing and regulation of nondepository financial institutions.

Knowledge of operations and organization of financial institutions.

Knowledge of accounting and auditing principles and their application to financial institutions.

Skill in conducting financial investigations to assess the soundness of proposed financial transactions.

Ability to exercise judgment in collecting data and in writing narrative interpretations.

Ability to plan and supervise the work of others engaged in financial institutions.

Ability to manage proprietary software and provide information as to its accuracy and effectiveness.

Ability to apply state and federal laws to the operations of financial institutions and to judge compliance with said laws.

Ability to evaluate trends in financial institutions earnings and other indicators and to plan examinations accordingly.

Ability to prepare comprehensive written reports and to present such reports orally.

Ability to establish and maintain effective working relationships with associates, financial institutions employees and officials.

DIRECTOR, NONDEPOSITORY INSTITUTIONS (CONT'D)

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college in business administration, accounting, finance or related field which included successful completion of nine (9) semester hours in accounting.

Substitution: Experience as a state or federal financial institution examiner, professional accountant OR experience in a financial institution in a lending/loan review capacity, auditing or operations management capacity, supplemented by successful completion of nine (9) semester hours in accounting from an accredited four-year college or university, may substitute for the required training on a year-for-year basis.

Experience: Eight years of full-time or equivalent part-time paid experience in a financial institution regulatory function.

Special Requirement: (1) Must be bondable. (2) Must have availability of a vehicle for continuous use on the job.

Established: 9/16/99
Title Change: 6/17/04
Revised: 6/17/04
Effective: 8/1/04