



Government of the District of Columbia Department of Insurance, Securities and Banking

Stephen C. Taylor
Commissioner

RECRUITMENT NOTICE

Agency Title: Project Analyst (Bank on DC)

Requisition Number: JO-1512-4296

Open To: Public

Open Period: December 18, 2015 – December 23, 2015

Overview

This position is located in the Banking Bureau of the Department of Insurance Securities and Banking, Market Services Division. The incumbent manages the Bank on DC program and other initiatives designed to improve and expand banking services in the District of Columbia, especially in unserved and underserved communities. Bank on DC aims to provide unbanked and under-banked individuals access to low-cost, safe financial accounts, products and services and high-quality financial education.

Position Description

The incumbent shall oversee the Bank on DC program by evaluating developing and monitoring the progress of projects from inception to completion. Collaborating with other DISB program areas and District government offices to establish work plans, project deadlines, and program priorities, as needed; and identifies and arranges discussions and meetings.

Develops and implements a solid data tracking process to track accounts opened and the success of those accounts. Closely monitoring the data tracking process to ensure program success can be measured. Develops and administers a survey form to be used by community organizations at financial training classes and other community events to gain a better understanding of the unbanked market. Regularly collecting data. Work with an evaluator to develop the survey, collect and analyze data, and evaluate program outcomes. Plan focus groups with newly banked and unbanked participants at the end of year one and year two to obtain qualitative data, gain insight into the success of the marketing campaign and test ideas for program expansion.

Assist in all marketing and media efforts for social programs, overseeing production and distribution for all materials, and developing new materials as necessary. Monitors the success of the current campaign and adapts messaging as necessary. Identifying and strengthening relationships with key agencies serving target demographic groups and maintaining a detailed contact database. Work closely with the partners to ensure a high level of service, provide information on all program changes and additions, including an up-to-date calendar of trainings and community events. Serve as liaison with community groups, businesses, neighborhood associations, and nonprofit and governmental service agencies to disseminate program information and expand program participation.

Incumbent establishes and manages relationships with banks, credit unions, community development financial institutions and non-depository lenders. Develops incentive programs to attract and retain depository and non-depository financial institutions and services in the District of Columbia. Researches local community credit needs

and determines how the Department might serve those needs, and make recommendations to Department management as appropriate.

Qualifications:

An expert knowledge of the mission, goals, objectives, governing laws, and established policies of the Department of Insurance, Securities and Banking.

An expert knowledge of financial education strategies and techniques.

Demonstrated ability to develop and maintain partnerships between the government and industry.

Expert knowledge of services provided by depository and non-depository financial institutions to individuals and small businesses.

Expert knowledge of the Federal and District of Columbia laws and regulations relevant to banking products and services.

Expert knowledge of management and organizational principles and practices along with a comprehensive knowledge of planning, programming, and budgeting regulations, guidelines and process to prepare long-range and short-range planning guidance in accordance with broad agency program policies and objectives.

Expert knowledge of analytical, statistical and evaluative methods and techniques to select and apply appropriate program evaluation and measurement techniques in measuring and evaluating program accomplishments. Skill in applying complex fact-finding analytical and problem solving methods and techniques to identify interrelated program problems, draw conclusions and recommend appropriate actions or solutions to improve program efficiency and effectiveness.

Excellent interpersonal skills, including the ability to effectively communicate orally and in writing to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation, including the preparation and presentation of reports, proposals, charts, graphs, etc. Ability to establish and maintain effective relationships with and gain confidence and cooperation of supervisors and managers to accept proposals on complex issues.

Demonstrated ability to use PC and software packages (e.g., Microsoft Word, Excel, Access and Power Point, etc.)

Education and Experience:

Bachelor's Degree in public administration, business management, finance/accounting, or related field, plus five (5) years of work-related skill and knowledge; OR an equivalent combination of education, experience and/or training

Work Environment:

The work has some duties that are performed in an office setting but also requires a great deal of work in the community and at partnership locations.

Salary: *This position is a grade 13 on the District government's career service salary scale. The salary ranges from \$85,104 to \$109,665. Actual Salary is determined by a variety of factors including: years of experience, applicant qualifications, internal equity comparisons, agency organizational structure and the applicant's past salary history.*

Application Process: *This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply via the following link: <http://careers.dc.gov/>*