

## Job Description

**Job Title** Program Manager (Financial Empowerment & Education)

**Job ID** 7690

**Date Opened** 07/01/2019

**Date Closed** 07/15/2019

**Location** 1050 1st Street, NE

**Full/Part Time** Full-Time

**Type of Appointment** MSS - Reg Appt

**Regular/Temporary** Regular

**Agency** SR

Insurance, Securities and Bank

**Area of Consideration** Open to Public

**Grade** 14

**Bargaining Unit** CH11

Non Union - Chapter 11

**Minimum Range** \$104,702.000000

**Maximum Range** \$146,582.000000

**Target Openings** 1

**Available Openings** 1

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### General Job Information

#### Job Summary

This position is in the Department of Insurance, Securities and Banking (DISB or Department), Office of the Commissioner. The primary purpose of this position is to manage the development and administration of the Department's financial education and financial empowerment programs, which shall include Financially Fit DC; Financial Empowerment Center; Bank on DC and its Young Money Managers program, Earned Income Tax Credit and the development of financial education materials. The incumbent shall assist in the development and implementation of the Departments Financial Services Clinics.

#### Duties and Responsibilities

Responsible for planning, directing, evaluating and supervising activities of financial education and empowerment office staff in order to inform internal audiences; the public and particular target groups regarding the Department's programs, activities and services that relate to financial education and empowerment programs.

The incumbent handles complex problems associated with work operations; determines the most appropriate and current materials, equipment, and resources needed; explains and gains the support of all employees regarding management and Department policies and goals to achieve the objectives of Department and District-wide programs and policies; manages subordinates; communicates effectively with all employees and constituents on matters involved in daily operations of the Office of Financial Education and Empowerment.

#### Qualifications and Education

One (1) year of specialized experience equivalent to the next lowest grade level. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

#### Licenses and Certifications

None

#### Working Conditions/Environment

The work is performed in the normal office settings.

#### Other Significant Factors

**Tour of Duty:** 8:15am to 5:00pm. May be required to work weekends

**Duration of Appointment:** Management Supervisory Service (MSS).

**MSS At-Will Statement:** Positions in the Management Supervisory Service (MSS) serve at the pleasure of the appointing authority and may be terminated at any time with or without cause.

**Collective Bargaining Unit:** This position is not covered under a collective bargaining agreement.

**Promotion Potential:** None

**Position Designation:** This position has been deemed **Security Sensitive** under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.