

Card Services Team Leader – Job Description Summary

Responsible for establishing the Card Services Department, supervising staff, coordinating the day-to-day operations of all credit, debit, and ATM related card processes. Oversee the ATM infrastructure. Coordinate and/or oversee all activities related to ATM projects, upgrades, installations, modifications, procurement, servicing, security, maintenance, and relationships with third-party vendors. Provide prompt and professional service to all customers, internal and external. Adhere to all federal, state, and local legislation and organization policy. Ensure procedures are developed for all job related functions.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment