

**MAJOR FUNCTION**

This is responsible professional work in the City's Treasurer-Clerk Department. Responsibilities may be focused in either the investment or debt management area. Investment related activities would include management of all City non-pension investment portfolios; record keeping for the City's pension investment portfolios, managed by outside money managers; coordination of the City's short term investments to insure cash availability; and preparation of performance reports in accordance with the City's investment policies. Debt related activities would include compiling information for and preparing the City's Annual Report to Bondholders; administration of the City's debt service, including assuring timely transfers and payments, calculation of annual debt service needs for budget and other purposes, and monitoring the expenditure of debt proceeds to assure compliance with bond covenants, federal law and City policy; and oversight of the City's arbitrage rebate program. Work, which requires initiative and good judgment, is performed under the administrative direction of a higher-level administrator, who reviews the work in progress and upon completion for achievement of desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Prepares journal entries to record all investment transactions and related activities on all City portfolios, both pension and non-pension, or to record all debt management transactions and related activities; generates reports to support activities and maintains reports/records to keep accurate balances on all portfolios or debt service funds. Reviews and evaluates all activities, processes and policies for accuracy and effectiveness and recommends and/or makes changes as necessary. Participates as a member of the in-house pension investment or financing committee, and assists in staffing the Investment Advisory Committee or the financing team, as applicable. Assists with the developing and recommending of changes to investment-related policies. Performs related work as required. Cross-trains and provides backup for the Debt Management or the Investment area, as applicable, including participating as a member of the related in-house committee. Performs related work as required.

**Investments:** Reviews current market/economic information to evaluate the City's current non-pension investment strategy relative to objectives set forth in investment policies. Staffs in-house committee and recommends future strategy; negotiates trades to effect resulting strategy. Compiles information for and prepares performance measurement reports in accordance with investment policies. On a daily basis, reviews daily cash reports compiled by staff and determines cash needs of the City; makes investment decisions to meet these needs as applicable. Acts as liaison between City and custodians, financial institutions, and managers for non-pension portfolios.

**Debt Management:** Stays abreast of current conditions, trends, regulations and laws related to municipal debt; staffs in-house committee and makes recommendations for future strategy. Compiles information for and prepares the Annual Report to Bondholders and reports to apprise applicable staff of current status and necessary actions related to debt service funds. Acts as liaison between City and various external service providers.

**Other Important Duties**

Assists with development of requests for proposals or bids. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Skills and Abilities**

Considerable knowledge of the principles and practices of modern governmental accounting and financial management. Considerable knowledge of the organization, functions and financial problems

of municipal government. Ability to appraise market trends in terms of relations to municipal investment or debt programs. Ability to analyze and interpret financial information. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare complete and accurate reports. Skills in the operation of a calculator, microcomputer, and the use of various word processing and spread sheet applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in finance, accounting, business or public administration, or a related field and two years of professional financial experience that includes investments, fiscal analysis, accounting, cash management, trust banking administration, or debt management; or an equivalent combination of training and experience.

Established: 05-19-98  
Revised: 10-08-03\*  
07-13-09\*