

*Code: 7826*

*Title: TREASURER'S INVESTMENT MANAGER*

**SUMMARY:** Provides fixed income investment services and expertise to the Pima County Treasurer and the county by evaluating current financial markets and directing the investment of public monies in fixed-income financial instruments in strict conformance with Treasurer, county, state and federal laws, rules, regulations and the financial policies of the Pima County Board of Supervisors and Treasurer. This is an appointed, unclassified position exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Reviews existing county investments to ensure they comply with the Pima County Treasurer's investment policy;

Assesses current financial markets and develops cost-effective investment strategies;

Places investments through brokers and other financial service providers;

Assures all investments of county public funds meet the legal and procedural requirements of Treasurer, county, state and federal government and regulatory agencies;

Assures proper accounting and reporting of public funds investments and related activity;

Maintains liaison with the centralized county Finance and Budget agencies to assure correct reporting and records maintenance;

Researches, prepares and submits routine, recurring and special reports to the Treasurer;

Supervises assigned professional and paraprofessional staff.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- current financial markets affecting the placement of public-funds investments;
- Pima County Board of Supervisors' financial policies for the management of public funds;
- Treasurer's, county, state and federal laws, rules and regulations affecting the investment and management of public funds;
- techniques for the analysis of financial markets and determining the most cost-effective investment strategies to be employed;
- content and capabilities of County financial management systems (FMS) and finance-related computer-based resources;
- county budget processes;
- sources of and management of county revenues;
- current and proposed laws, rules and regulations affecting public-fund investments at all levels of government;
- Pima County Merit Systems Rules, personnel policies/procedures and administrative procedures;
- U.S. Treasury auction and distribution processes and the U.S. Agency market;
- Federal Reserve System and the operation of Federal Open Market Committee and their effects on the economy, money supply and interest rates;
- workings of the 'money market' and alternative short-term investment products.

Skill in:

- analyzing current county public funds investments to assure they meet current county financial goals, and recommending alternative measures to maximize return-on-investments (ROI);
- analyzing financial markets to determine availability and compatibility of new investment opportunities with the county's financial goals;
- preparation and presentation of comprehensive investment strategies and recommendations to the Treasurer and the Board of Supervisors;
- use of fixed income analytical tool, systems and programs;
- negotiation of favorable investment placements with brokers and other financial service providers;
- communicating effectively, both orally and in writing;
- coordinating investment-related issues and reporting with centralized county finance and budget activities;

- creating and maintaining comprehensive records, reports and financial data in computer-based systems;
- supervision, training and evaluation of assigned staff.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in finance, business administration or public administration and five years of professional investment experience as an investment officer or portfolio manager.

(A Master's degree from an accredited college or university in business administration (MBA) may substitute for one year of the required investment experience)

(Current accreditation as a Chartered Financial Analyst (CFA) may substitute for one year of the required experience)

(Applicants holding both an MBA from an accredited college or university and CFA will receive only one year of experience credit)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona Class D Driver's license at the time of appointment or prior to completion of initial /promotional probation.

Special Notice Items: All positions require satisfactory completion of a pre-appointment background investigation by the Federal Bureau of Investigation (FBI) due to handling of, and authority over, significant monies/investment instruments.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.