



# **City of Phoenix**

## **INVESTMENT MANAGER**

**JOB CODE 03200**

Effective Date: Rev. 08/06

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to design, implement and manage City or retirement fund investments including investment policies, guidelines, and processes that will prudently achieve market rate of return on invested funds of the City or retirement fund. The Investment Manager provides assistance to the Finance Director and Treasurer in cash management administration, or the Retirement Administrator. The manager monitors, analyzes, and interprets investment portfolio performance evaluation reports to make recommendations to management or the Retirement Board on changes to investment policy. Supervision may be exercised over an Accountant III or equivalent position. The Investment Manager reports to the Finance Director, Treasurer or the Retirement Administrator and is evaluated through reports and results achieved.

### **ESSENTIAL FUNCTIONS:**

- Provides investment operational support to DCP and COPERS Boards;
- Reviews, observes, and monitors credit rating information of entities and compares against written investment guidelines to determine if securities traded are in compliance with written investment guidelines;
- Monitors contract compliance for investment managers, custodian banks and investment consultants;
- Compiles and prepares spreadsheets, reports, and analyses;
- Analyzes investment portfolios to determine prudent bond swap/asset re-allocation opportunities to generate additional yield or minimize investment risk;
- Insures that alternative investments are safe through proper analysis;
- Supervises cash management section staff;
- Develops, reviews, and makes necessary adjustments/changes in the operations and control of the section's manual and automated systems;
- Evaluates the performance of various types of banking relationships and makes recommendations regarding more efficient or prudent methods;
- Develops, reviews, and makes recommendations for changes in City investment policies due to changing market conditions;
- Reviews procedural and document flow charts relating to section operations;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Instruments related to the purchase, sale, and holding of domestic debt investment.
- Complex investment systems/structures.
- Corporate, governmental or municipal finance and investments with specific reference to debt securities.
- Regulations governing the handling of municipal monies.
- Due diligence process for investing in debt securities.
- City, state, and federal laws relating to investments.
- Complex cash management/investment computer systems.
- Internal controls and auditing.
- Generally Accepted Accounting Principles and Practices for investment securities.
- Modern office management principles, practices, and equipment.
- Principles and practices of personnel management and supervision.

#### Ability to:

- Communicate orally in the English language with customers, clients, and the public using a telephone and in a face-to-face, one-on-one setting.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Enter data or information into a terminal, PC, or other keyboard device.
- Understand and follow oral and written instructions.
- Manage or monitor the investment portfolios in accordance with legal and other requirements and restrictions.
- Work cooperatively with other employees, customers, clients, and the public.
- Perform a broad range of supervisory responsibilities over others.
- Remain in a sitting position for extended periods of time.
- Perform mathematical computations quickly and accurately.
- Comprehend and make inferences from material written in the English language.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.



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### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Three years of professional and supervisory experience in municipal, financial, investments, and banking operations, including experience in investment portfolio management and expertise in analysis and execution of trades of all types of securities, and a bachelor's degree in accounting, finance, business administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.