



# **City of Phoenix**

## **INVESTMENT AND DEBT MANAGER**

**JOB CODE 03390**

Effective Date: 07/08

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

The fundamental reason this classification exists is to manage the Finance Department's Investments & Cash Management Unit, and the Debt Management Unit. In the Investments & Cash Management Unit the incumbent oversees the investment and management of the City's investment portfolios. In the Debt Management Unit the incumbent provides central coordination of all City debt, including general obligation, revenue, and improvement district bonds, commercial paper, and certificates of participation. Responsibilities include supervising professional-level investment and accounting staff, coordinating the timing of bond sales, overseeing the production of official statements for bond offerings, monitoring national financial markets and economic trends, and providing financial expertise to management, departments, and internal and external boards and commissions. The Investment and Debt Manager has considerable latitude to exercise professional discretion within the parameters of the City's ordinances, rules, regulations, policies, procedures, and other guidelines. Work is performed under the general direction of a Deputy Finance Director and evaluated primarily on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Oversees the investment and management of the City's investment portfolios;
- Coordinates the timing of bond sales, and the responsibilities and assignments related to bond sales;
- Oversees the production of official statements for bond offerings and prepares portions of the official statements;
- Monitors daily national financial markets and economic trends that impact bond issuance structures and interest rates;
- Assists with the signing, delivery, and closing of bond issues;
- Provides central coordination of City debt;
- Secures credit ratings;
- Supervises and coordinates the work of professional-level investment and accounting staff;
- Reviews and prepares economic reports, legal documents, and various financial statements, notes, tables, and exhibits for the Comprehensive Annual Financial Report;
- Interprets and implements new and existing debt management and investment standards;



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- Provides accounting, financial, and analytical expertise to City management, departments, and internal and external boards and commissions;
- Works with City management to ensure appropriate policies are developed, documented, and articulated to departments and external entities;
- Staffs internal and external boards and commissions;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- 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:

- Investment practices and policies.
- Practices and laws related to capital financing, financial markets, and economic information and strategies that impact financial markets.
- Generally Accepted Accounting Principles and accounting practices.
- Principles and practices of governmental accounting and municipal financial administration.
- Principles and practices of supervision and personnel management.
- Private and municipal accounting and data processing systems.
- City computerized information systems.
- Modern office procedures and practices, including record keeping and data security methods and techniques.

#### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-on-one settings.
- Work cooperatively with employees, customers, clients, and the public.
- Perform arithmetical computations quickly and accurately.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Review or check the work products of others to ensure conformance to standards.
- Operate keyboard devices such as computer terminal or personal computer.

### **Additional Requirements:**



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- Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicle safely, possess an appropriate valid Arizona Driver License, possess personal insurance coverage, and have an acceptable driving record.
- Some positions require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

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

Three years of professional experience in governmental capital financing, debt management, investment and securities, accounting, or auditing, including at least one year supervising professional-level staff, and a bachelor's degree in finance, accounting, business administration, economics, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.