



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INVESTMENT MANAGEMENT SPECIALIST

Group-Section: Chief Financial Officer - Budget & Treasury Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 060 Job #: PM033
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JOB SUMMARY

Responsible for investment portfolio management; directs all activities related to the management of Metropolitan's short-term investment portfolio, bond reserve funds and trust funds; responsible for custody of investments; oversees and manages external portfolio managers.

OVERSIGHT

Supervision Received: Receives direction from Unit or Section Manager.

Supervision Given: May exercise technical and/or functional supervision over assigned staff.

JOB DUTIES

1. Manages short-term portfolios; analyzes fixed income market offerings to identify investment opportunities; analyzes securities; evaluates and monitors credit risk of issuers to determine value of a security and compliance with policy guidelines; reviews economic data to determine changes to investment portfolio; structures portfolios to meet liquidity needs for portfolios and escrow accounts; tracks changes in market value of portfolio and returns; and prepares analyses and reports.
2. Analyzes cash flow of investment portfolio and determines daily requirements; and forecasts 12-month cash flow to plan investments.
3. Monitors outside investment managers; records transactions executed by portfolio managers; analyzes returns compared to benchmark; prepares reports for the Board and documents performance; and compares and reconciles market value and safekeeping reports.
4. Coordinates and provides technical guidance to staff; monitors and verifies work for accuracy and adherence to guidelines; and trains staff.
5. Conducts special projects.
6. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible experience, of which five years must have been in a project management or lead position.

Required Knowledge of: Principles of economics, fixed income portfolio management, investment accounting, and finance; training methods and techniques; government regulations relevant to investments, and handling of securities for a public entity; public finance; interest rate derivatives; policies and procedures related to fund investments, securities, auditing, and debt securities; financial planning, modern portfolio management theory, and cash management; money and capital markets; and commercial commerce law and banking practices.

Required Skills and Abilities to: Conduct complex problem-solving related to financial and treasury operations in a public entity; conduct detailed and sophisticated financial analyses; communicate orally and in writing on administrative and technical topics; represent Metropolitan to investment consultants; establish and maintain collaborative working relationships with executive management, Board members, and outside providers; prepare investment performance and statistical reports; prepare presentations for executive management, Board of Directors, and Board committees; complete transactions quickly and accurately; exercise independent judgment regarding security selection; use business, investment analysis, and investment management applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Job Title: Investment Management Specialist

Job Code: PM033

Adopted: 05/06/18

Revised:

Supersedes:

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Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. The work environment may require some exposure to outside elements. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements