



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TREASURER

Group-Section: Office of the Chief Financial Officer- Treasury/Debt Management Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: ASM01
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JOB SUMMARY

Responsible for all activities related to the management of the District's investment portfolio, custody of investments, disbursements, collection of revenues and payment of debt service. Directs all activities related to the management of Metropolitan's investment portfolio, custody of investments, disbursements, collection of revenues, and debt service management to ensure that financial assets are protected and that activities related to those assets are in accordance with Metropolitan's policies and all applicable laws. Monthly reporting to management and the Board on investment related matters. Serve as Trustee for Metropolitan's 401(k) and 457 Deferred Compensation Plans.

OVERSIGHT

Supervision Received: Receives general direction from the Section Manager.

Supervision Given: Manages and supervises a staff of managers and professionals.

JOB DUTIES

1. Manages investment of funds for the short-term, bond reserve, deferred compensation and Lake Mathews Trust portfolios; invests the proceeds of bond issuances, escrow accounts and bond reserve funds; monitors credit rating of securities held in District portfolios; reviews portfolios to identify any opportunities to enhance yield.
2. Ensure that funds are invested to provide liquidity for in excess of \$1 billion in expenditures for Metropolitan's operations, construction projects and trust funds.
3. Ensures accurate and timely payment of the District's fixed and variable rate debt service costs; analyzes legal documentation of derivative instruments consisting of variable rate debt, swaps and agreements with liquidity providers, escrow agents, paying agents and remarketing agents; develops and implements procedures and processes to calculate, record and pay costs related to variable rate debt and swap transactions.
4. Coordinates and oversees treasury operations; works with Controller staff to ensure all investment activity performed by Treasury staff and investment managers is recorded in an accurate and timely manner; ensures that disbursements are made according to policy; monitors agreements with remarketing agents, investment managers and consultants; manages agreements with banks for banking services, escrow accounts and other services; ensures that cash forecasting schedules are current; monitors and coordinates the collection of water sales receipts.

5. Prepares reports and communicates financial information portfolio results and performance investment policy changes to the Board and the Board Financial Committee.
6. Supervises the work activities of staff; provides technical guidance and training for work activities; performs and assists manager with completing performance evaluations of staff; prepares budget and monitors expenses.
7. Reviews proposed legislation and state law changes to determine if investment strategy, process or policy requires revision.
8. Serves as trustee for 401 (k) and 457 savings plan.
9. Evaluates performance of external managers, and monitors manager compliance with MWD policies and objectives, as well as state and federal laws and regulations. This also includes resolving any performance issues or failures to comply with the managers statement of investment policy.
10. Conducts special projects.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A bachelor's degree from an accredited college or university and fourteen years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which six years must have been in a management or supervisory position.

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

Required Skills and Abilities to: Conduct complex problem-solving related to financial/treasury operations in a public entity; conduct detailed and sophisticated financial analysis; execute transactions effectively and timely, exercise independent judgment regarding security selection; communicate orally and in writing on administrative and technical topics; represent the District to investment consultants, brokers, and managers; 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; use business, investment analysis and investment management applications.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- None

Registrations

- None

DESIRABLE QUALIFICATIONS

Certifications as a CFA and CPA are desirable

PHYSICAL DEMANDS/WORK ENVIRONMENT

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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 or commercial vehicles, 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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements