



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## ASSISTANT TREASURER

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| <b>Group-Section:</b> Chief<br>Financial Officer -<br>Treasury/Debt Management<br>Section | <b>FLSA Status:</b> Exempt<br><b>Bargaining Unit:</b> MAPA | <b>Salary Grade:</b> 057<br><b>Job #:</b> 295 |
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### JOB SUMMARY

This job assists the Treasurer in treasury operations, portfolio management, cash management, and deferred compensation administration.

### OVERSIGHT

**Supervision Received:** In the absence of the Treasurer performs the Treasurer's duties. On an ongoing basis the Assistant Treasurer assist the Treasurer in directing 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.

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

### JOB DUTIES

1. Manages short-term portfolios; analyzes fixed income market offerings to identify investment opportunities; analyzes securities, sector spreads, and historical spreads; 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 analysis 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 documenting performance; and compares and reconciles market value and safekeeping reports.
4. Analyzes investment options for deferred compensation plans; and acts in the absence of the Treasurer.
5. Directs the administration of the debt program by maintaining a bond inventory system to ensure that all payments to bond holders are accurate and timely.
6. Coordinates and provides technical guidance to staff; monitors and verifies work for accuracy and adherence to guidelines; and trains staff. Provides input to section manager on performance evaluations.
7. Conducts special projects.
8. 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 management or supervisory position.

**Required Knowledge of:** Principles of economics, fixed income portfolio management, investment accounting, and finance; 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, 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

#### **Registrations**

- None

### **DESIRABLE QUALIFICATIONS**

None

### **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

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Job Code: 295

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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