



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TREASURY OPERATIONS TEAM MANAGER

Group-Section: Office of the Chief Financial Officer- Treasury/Debt Management Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM071
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JOB SUMMARY

Responsible for coordinating activities related to the management of disbursements, collection of revenues and coordination of debt service payments with paying agents/trustees. Manages disbursements, collection of revenues, and debt service payments 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. Assists in developing the monthly cash and investments reporting to management and the Board.

OVERSIGHT

Supervision Received: Receives direction from the Unit or Section Manager.

Supervision Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

1. Oversees the processing of all documents to 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; assists with cash flow projections.
2. Coordinates with paying agents to ensure accurate and timely payment of the District's fixed and variable rate debt service costs; reviews legal documentation of variable rate debt, swaps and agreements with liquidity providers, escrow agents, paying agents and remarketing agents to ensure payment; develops and implements procedures and processes to calculate, record and pay costs related to variable rate debt and swap transactions.
3. Coordinates and oversees treasury operations; works with Controller staff to ensure that disbursements are made according to policy; monitors agreements with remarketing agents and consultants; manages agreements with banks for banking services, escrow accounts and other services; coordinates to ensure that cash forecasting schedules are current; monitors and coordinates the collection of water sales receipts.
4. Selects and assigns staff, ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares and reviews performance evaluations; and identifies employee development and training requirements.
5. Conducts special projects as needed.
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 relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Management and supervisory methods and techniques; principles of economics, and finance; budgetary concepts and procedures; training methods and techniques; public finance; cash management; commercial commerce law and banking practices.

Required Skills and Abilities to: Manage a diverse workforce; prepare comprehensive administrative and technical documents and reports; analyze financial/treasury operations in a public entity; conduct detailed financial analysis communicate orally and in writing on administrative and technical topics; represent the District to commercial bankers, underwriters, and consultants; establish and maintain collaborative working relationships with senior management and outside consultants and portfolio managers; prepare investment performance and statistical reports; prepare presentations for executive management and Board committees; use business, banking and accounting applications.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- None

Registrations

- None

DESIRABLE QUALIFICATIONS

Certifications as a Certified Financial Analyst and Certified Public Accountant are desirable

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.

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.

Vision Requirements: No special vision requirements