



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

DEBT MANAGEMENT SPECIALIST

Group-Section: Office of the Chief Financial Officer (CFO) - Budget and Financial Planning Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 60 Job #: PM030
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JOB SUMMARY

Coordinates debt management activities including analyzing financial products and instruments; coordinating with the District's investment banking team, municipal advisors, and financial institutions; administers the District's debt and interest rate swap program. Coordinates aspects of debt issuance requirements, including disclosure and terms and conditions; reviews and analyzes the benefits and risks of financial products presented to the District from the investment banking team; communicates financial and project information to the Board of Directors (Board), rating agencies and the financial community; provides technical analyses for various financial projects and supports the CFO's office in analytical matters; and produces written reports and Board letters and presentations. Coordinates with staff throughout the District to ensure accurate and adequate financial disclosure documents, and reporting periodically to the Board through written and oral reports on the status and activities of the debt management program.

OVERSIGHT

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

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

JOB DUTIES

1. Oversees the debt management program through coordinating debt issuance requirements, including disclosures and terms and conditions. Coordinates preparation of disclosure documentation with the project team consisting of staff throughout the District as well as external legal and municipal advisors, and financial institutions.
2. Analyzes benefits and risks of financial products, including preparing and reviewing technical analyses; works with CFO staff and external financial advisors to assess suitability of proposed financial products. Reviews debt portfolio to address new and changing business requirements and market conditions.
3. Communicates financial information and projects to the Board, rating agencies and the financial community; reports regularly to the Board on the status of Metropolitan's debt management program. Prepares Requests for Proposals and Requests for Information for financial services and evaluates responses.
4. Provides written reports, Board letters, and presentations. Negotiates, implements, and manages professional consulting and service agreements.
5. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a project management or lead position; or an advanced degree (i.e., master's or doctorate) from an accredited college or university and ten years of increasingly responsible relevant experience, of which four 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, 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; commercial commerce law and banking practices; principles and practices of public sector contract administration and management; and pertinent federal, state, and local laws, codes, and regulations.

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; and use business applications for word processing, spreadsheets, databases, and presentations, including use of investment analysis and 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 Title: Debt Management Specialist

Job Code: PM030

Adopted: 12/05/17

Revised:

Supersedes:

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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, 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