



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 347.5

Job Title: **TREASURY MANAGER**

Pay Grade: 30

GENERAL SUMMARY:

Manages operations and personnel performing cash management functions in the Investment or Debt Management Sections of the Treasury Division in the Controller's Office.

RESPONSIBILITIES:

Investment:

- Oversees the activities related to the short-term and long-term investment portfolios, including decision-making on the duration, sectors, timing and strategy of the investments based on economic conditions.
- Researches and monitors economic releases, interest rate trends and economists' reports in order to determine the impact on the City's portfolios.
- Supervises the preparation and review of the Monthly and Quarterly Investment Reports for publication.
- Reports activities and the status of investment portfolios to the Mayor, City Controller, City Council and the Investment Committee on a quarterly basis.

Debt Management:

- Oversees the bond issuance process, which includes reviewing and revising bond-offering documents such as ordinances, official statements and related contracts for accuracy and consistency.
- Manages the City's variable rate debt programs by administering commercial paper issuance and placement, monitoring auction rate securities, negotiating liquidity agreements and approving tax returns.
- Manages the City's arbitrage contract by monitoring spending requirements of bond funds and ensuring timely filing of IRS reports and payments.
- Ensures debt service payments are made timely and accurately. Maintains database of City's outstanding debt using DBC database program.

Both Investment and Debt Management:

- Ensures that all investment or debt issuance activities are in compliance with the City's investment policy and cash management procedures.
- Oversees the preparation, review and publishing of the monthly, quarterly and annual reports in assigned division.
- Reviews and supervises all banking activities as related to the assigned division.
- Trains, develops, counsels and evaluates staff performance.
- Serves as back up Treasury Manager in the other division.
- May participate in special projects as needed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Accounting, Finance or a field closely related to activities of the division.

EXPERIENCE:

Seven years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

License: Certified Public Accountant (CPA) or Chartered Financial Analyst (CFA) is preferred.

COMPLEXITY:

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:**Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Treasury Analyst
Senior Treasury Analyst
Treasury Manager

Effective Date: June 2006