



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

MANAGER OF TREASURY & DEBT MANAGEMENT

Group-Section: Office of the Chief Financial Officer – Treasury/Debt Management	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 72 Job #: SM020
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JOB SUMMARY

Responsible for managing and supervising all debt, treasury and interest rate swap operations. Areas of responsibility include developing and implementing asset/liability management strategies and techniques; analysis of financial products and instruments; management of the District's investment banking team and financial advisors; management of the treasury functions; and managing the District's debt and interest rate swap program. Treasury and debt management activities including managing the investment portfolio in accordance with the Board adopted investment policy, and managing the debt portfolio in accordance with financial policies

OVERSIGHT

Supervision Received: Receives administrative direction from the Chief Financial Officer

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

JOB DUTIES

1. Directs and oversees the management of Metropolitan's finances ethically and transparently. Oversees the updating of Metropolitan's capital financing plans and works with rating agencies and investors to communicate Metropolitan's financial needs, strategies, and capabilities thus ensuring Metropolitan maintains long-term bond ratings of AA or better, and ready access to capital markets and the ability to finance ongoing future needs.
2. Monitors and oversees treasury operations; coordinates all aspects of debt issuance requirements, including disclosure, terms and conditions; reviews, analyzes and determines the benefits and risks of financial products, structuring proposals, and financial instruments, including interest rate swap products, presented to the District from the investment banks.
3. Directs and oversees the management of Metropolitan's short-term investment portfolio to meet ongoing liquidity needs and changing economic environments in accordance with the Board adopted investment policy
4. Recommends and implements the District's financial policies impacting asset, debt, and swap policies.
5. Supervises staff including selection, assignment and monitoring of work, training, counseling and performance assessment; reviews and monitors work flow; coordinates work flow and processes; reviews and approves time, reimbursement requests and purchases.
6. Communicates financial information, policies, and projects to the Board, member agencies, rating agencies and the financial community.

7. Provides technical analysis for various financial projects and tasks and supports the Office of the Chief Financial Officer in administrative and analytical matters; produces written financial reports and analysis.
8. Provides direction to the Treasurer regarding investment policies, investment activities and staffing needs.
9. Supports or may represent management in negotiations with bargaining units.
10. Serves as trustee for 401 (k) and 457 savings plan.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

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

Required Knowledge of: Management/supervisory methods and techniques; principles of economics, investment accounting and finance; 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, portfolio management and cash management; money and capital markets; commercial commerce law and banking practices.

Required Skills and Abilities to: Manage a diverse workforce; conduct highly complex problem-solving related to financial/treasury operations in a public entity; articulate organizational goals and objectives and direct their implementation; conduct detailed and sophisticated financial analyses; communicate orally and in writing on administrative and technical topics; represent the District to financial consultants; establish and maintain collaborative working relationships with executive management and board members; prepare presentations for executive management, Board of directors and member agencies; use business, financial analysis and financial management applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your

Job Title: Manager of Treasury and Debt Management

Job Code: SM020

Adopted: 02/24/2020

Effective: 07/01/2019

Revised:

Supersedes:

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employment

Registrations

- None

DESIRABLE QUALIFICATIONS

Certification as a CFA or CPA 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 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.

Vision Requirements: No special vision requirements