

COUNTY OF SOLANO
INVESTMENT OFFICER

DEFINITION

Plans and directs the daily investment and cash management activities of the Treasurer/Tax Collector/County Clerk's Office; analyzes related investment and financial factors effecting the portfolio of Government and Corporate issued bonds; supervises and directs the activities of assigned staff.

CLASS CHARACTERISTICS

This is a single-position class at the professional, manager level characterized by the responsibility to plan, coordinate and direct the cash and investment activities of the office and to maximize the utility of County funds. This position is responsible for performing administrative work as assigned. Organizes and directs the work of assigned subordinate staff. Participates in the development and implementation of financial goals, objectives, policies and priorities involved in managing the County's portfolio. Ensures that the cash flow through the office is accounted for and processed in an accurate and timely manner.

SUPERVISION RECEIVED AND EXERCISED

Receives general policy direction from the Assistant Treasurer/Tax Collector/County Clerk and Treasurer/Tax Collector/County Clerk.

Exercises supervision over assigned professional and paraprofessional level staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, coordinates, and directs the cash management and investment activities of the Treasurer/Tax Collector/County Clerk's Office; analyzes anticipated receipts and expenditures of various County and district funds for their effect on the daily cash flow of the County treasury; estimates funds required in cash reserve and in active bank accounts to meet current account balance demands; determines the amount of funds available for short-term investment; organizes and conducts investment oversight committee.

Analyzes short-term and daily money markets; confers with representatives of financial institutions and negotiates securities transactions; participates in the purchase and sale of various securities for the County and special districts; assists the Treasurer/Tax Collector/County Clerk in the issuance of County and district debt instruments to include tax revenue anticipation notes, bonds, certificates of participation, lease purchase agreements and other debt instruments.

Performs portfolio compliance analysis; develops and updates investment portfolio strategic plan; collects, analyzes and conducts credit risk analysis; calculates market values, yields and rates of return.

Reconciles bond registers; maintains debt service schedules, initiates bond calls, evaluate marketability of existing bonds for refunding.

Assists the Treasurer/Tax Collector/County Clerk in the development of the County's cash management program to meet changing financial conditions; analyzes existing and proposed legislation affecting the operation of the program; recommends changes in program operations; maintains the County investment portfolio using various cash management software systems; participates in the development and implementation of new data processing systems.

Prepares, coordinates, reviews and provides recommendations concerning request for proposals, bids, qualification reviews, and contracts.

Assists in preparing the annual department budget.

Assists in selecting, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies.

Prepares correspondence and reports as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accounting theory, principles, and practices as applied to a wide variety of accounting transactions and problems.

Theory of money and banking as applied to cash management.

Bank account reconciliation, banking procedures, cash flow and liquidity demands in a large organization.

Bonds, U.S. government securities, and short and long term investment instruments.

Principles and practices of financial administration.

Electronic data processing principles and applications and the accounting methods and procedures associated with the use of EDP.

Skills to:

Utilize basic office equipment.

Ability to:

Review and analyze cash flow requirements and identify funds available for investment.

Analyze and evaluate financial and securities market data.

Perform financial and investment research analysis.

Negotiate transactions at favorable prices.

Prepare and maintain accurate financial records.

Learn the provisions of various Codes concerning investment of County and district funds.

Learn provisions of ordinances and regulations governing the financial operations of the County and its departments.

Understand, interpret, and apply laws and regulations to a wide variety of fiscal operations.

Prepare and submit investment and financial reports both verbally and in writing.

Establish and maintain effective work relationships with public officials, banking and investment officers, the public, and department staff.

Develop and use computerized cash flow and investment decision programs.

Experience and Education/Training

Experience:

Three (3) years of progressively responsible professional accounting or auditing experience which included responsibility for investment of funds, investment analysis, and the purchase/sale of securities.

Education/Training:

Bachelor's degree is required from an accredited college or university, preferably with a major in Business Administration, Accounting, Economics, Finance, Public Administration or a closely related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

Independent travel is required.

SUPPLEMENTAL INFORMATION

Not applicable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Established Date: July, 1998

Revised Date: February 2003

BOS Date: June 30, 2003

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