



## **0952 - Deputy Director II**

### **Position Objective:**

Contribute to the growth and development of the City and County of San Francisco as a Chief Investment Officer who will be responsible for managing and monitoring the investment of the City's pooled fixed income investments, including long-term planning and executions of strategy.

Help to keep the city on track by:

- Managing the overall investment performance of asset class: City and County surplus cash portfolio of more than \$3 billion
- Developing strategy, performance criterion, applicable benchmarks and performance measurement reporting
- Directing activities of the assigned staff including delegating transaction authority, preparing investment management reports, investment analysis, credit research and other functions as required
- Developing and maintaining policies, procedures and internal controls that fulfill fiduciary responsibility and meet the goals of the City and County of San Francisco
- Managing the cash flow system to ensure maximum investment of funds and assurance of fund availability to cover daily cash requirements of county pooled fund
- Maintaining control of subsidiary investment and accounting records
- Evaluating investment securities for compliance with the County's and statutory rating requirements, type of security, term of issue, and the asset allocation needs of the portfolio
- Providing expert knowledge to other City offices, acting as a lead liaison with other City departments on projects involving treasury services
- Interacting with various officials, City and County representatives, outside governmental agencies, banking institutions, rating agencies, and investment brokerage firms in connection with investment policies, treasury management services, and financial issues

### **Desirable Qualifications:**

- Working knowledge of principles and practices of governmental financial administration, accounting and financial management; laws regulating the investment of public funds; techniques and principals of managing a short term portfolio; methods of cash management and cash flow analysis for a large organization
- Strong knowledge of short and long term investments appropriate for government investments; financial and investment terminology and techniques; methods used in the purchase, sale and transfer of securities and other investment instruments; computer-based

financial and investment management tools and systems, and ability to create and analyze complex computer-based cash flow forecast models

- Demonstrated ability to analyze financial and market data and situations and to make prompt and sound decisions based on such analysis; establish and maintain effective working relationships with financial professionals, co-workers, the general public and relevant governing bodies; communicate effectively and efficiently on all matters pertaining to the assignments; and deal effectively with and direct the work of others

**How to Apply:**

For more information and to be considered for this position, please visit

<http://www.jobaps.com/sf/sup/BulPreview.asp?R1=PEX&R2=0952&R3=056457>.