

**CLASS SPECIFICATION**

**DEBT MANAGER**

**PAY GRADE: 59**

**CLASS CODE: 30003031**

**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to the Director of the Bureau of Revenue and Financial Services (BRFS). Under minimal direction, responsible for management and administration of all functions of the City's debt management program. Classification is exempt from Civil Service.

Responsibilities include: maintaining access to capital financing markets on behalf of all Bureaus/Offices, including maintaining the City's credit ratings; providing expert specialized advice regarding capital financing strategies and debt planning, implementation, and compliance; implementing City financing transactions including ongoing administration and compliance and maintaining relationships with associated service providers; ensuring compliance with securities law, federal tax code, state statutes related to local government debt, City policies, and relevant best practices.

**DISTINGUISHING CHARACTERISTICS**

Debt Manager is a single-incumbent classification that manages the City's investment functions and operations.

Debt Manager is distinguished from the Financial Analyst series in that the former is responsible for debt management, borrowing strategy implementation and participating in executive-level discussions regarding financial policy and strategy.

Debt Manager is distinguished from the City Treasurer in that the latter has broader managerial and fiduciary responsibility for the City's banking, cash, and investment management.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Manage execution of all City financing, such as bonds, bank loans, lines of credit, etc.; structure and implement financing transactions; prepare financial documentation; negotiate terms; draft and publish official disclosures for primary and secondary bond markets; draft legal documents; manage related service providers; ensure ongoing compliance and administration.
2. Develop and implement policies, procedures, and best practices related to debt management and other Citywide financial or credit-related considerations; maintain City credit ratings; monitor and confirm Citywide compliance.
3. Provide advice to Bureaus/Offices and City officials and staff related to financing plans and credit rating considerations; prepare analysis and/or written communications.
4. Participate in executive-level discussions regarding financial policy, strategy, and stewardship.

5. Prepare and distribute communication materials regarding debt position and other debt-related topics, including the monthly Debt Report, Annual Debt Report, and responses to inquiries from media, investors, and the general public.
6. Represent the City in meetings, conversations, and projects with other governmental entities in discussions regarding capital borrowing plan, the City's financial condition, or other City financial interests.
7. Provide direct communication to City commissioners, Bureau/Office Directors, or other City staff regarding emerging financial market trends and City responsibilities.
8. Plan, organize, and manage the work of staff, including staff evaluation and administration, assignment and monitoring of specific staff responsibilities and priorities, and developing and implementing work plans to achieve organizational unit mission, goals, and performance measures.
9. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
10. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by the Director of the Bureau of Revenue and Financial Services.

Directly supervises a minimum of two (2) employees.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of principles, concepts, practices, strategies, terminology, laws, and regulations related to municipal finance and the municipal bond market, including debt management, financing structures, disclosure standards, and debt instruments.
2. Thorough knowledge of taxable and tax-exempt municipal bond markets, including regulatory requirements, disclosure standards, financing structures and terms, and best practices.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Advanced ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
5. Ability to plan, manage, coach, assign, coordinate, and review the work of professional, technical, and non-technical support staff.
6. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
7. Ability to demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
8. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
10. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's Degree from an accredited college or university in finance or a related field;

AND

**Experience:** Seven (7) years of increasingly responsible experience in finance, municipal banking, and financial advising, including two (2) years of management experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

None.

**Preferred Qualifications:**

Experience working for a public agency.

Advanced degree or professional certification in finance, accounting, business administration, or a related field.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: