



## Job Description

DEPARTMENT MANAGER  
PUBLIC FINANCE/TREASURY

**Position Code:** S0121  
**Salary Grade:** V

### SUMMARY

Under direction, plan, organize, and manage OCTA's public finance and treasury activities within Board approved policies; coordinate debt administration and investor relations programs, cash management, investments, departmental reporting and operations.

### REPRESENTATIVE DUTIES

*This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.*

1. Works with underwriters, financial advisors, and bond counsel regarding issuance of bonds, notes, TIFIA loan, investment contracts, etc.; ensures that debt issuances meet all legal requirements and guidelines for tax-exempt borrowings and expenditures to meet Internal Revenue Service regulations and to protect OCTA's tax-exempt status.
2. Interacts with the financial community and is responsible for investor relations; establishes and maintains relationships with rating agencies, municipal bond insurance firms, financial institutions, investors, and brokerage firms; ensures that financial statements meet requirements and support the highest bond ratings.
3. Develops recommendations as it relates to public finance and treasury activities regarding major fiscal policy, management issues and short- and long-range financial planning; analyzes, interprets and presents financial reports and policies to Board of Directors, sub-committees and executive management.
4. Plans, organizes and directs the implementation and maintenance of OCTA's investment program; develops and monitors OCTA's investment policy and procedures, including all external disclosure requirements.
5. Manages the daily operation of investment processing and placement of large amount of funds; coordinates with other OCTA departments for the development of cash flow projections to enable the most efficient investment of resources.
6. Monitors, analyzes, and evaluates performance of external investment managers and supervises internal cash management activities.
7. Prepares reports for the Board of Directors, sub-committees, and executive management.
8. Supervises performance and development of assigned staff and external consultants.



## Job Description

DEPARTMENT MANAGER  
PUBLIC FINANCE/TREASURY

**Position Code:** S0121  
**Salary Grade:** V

### QUALIFICATION GUIDE

#### Knowledge of:

- Theories, principles and practices of business and public finance, investment management, accounting and auditing.
- Debt issuance process and applicable debt instruments.
- Bond cash flows, budgeting, and project management.
- Computer applications including word processing, advanced spreadsheet applications, databases, and presentations.

#### Ability to:

- Direct activities of the Public Finance and Treasury Department.
- Compile, analyze and interpret complex data.
- Analyze situations, identify problems, and recommend solutions.
- Manage multiple activities concurrently.
- Understand, interpret and apply laws, rules, regulations, policies, procedures, contracts, and budgets.
- Communicate effectively verbally and in writing.
- Prepare comprehensive reports and correspondence.
- Interact professionally with various levels of agency employees and outside representatives.
- Supervise and develop subordinate staff.

### EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in finance, economics, accounting, business administration, public administration, or related field. A minimum of eight years of progressively responsible finance related experience, including six years of public finance experience and four years of management or oversight of analysts in a high-level public finance environment. Treasury, cash and investment management experience preferred. An advanced degree in a related field or professional certification is highly desirable.



## Job Description

DEPARTMENT MANAGER  
PUBLIC FINANCE/TREASURY

Position Code: S0121  
Salary Grade: V

### WORKING CONDITIONS/PHYSICAL ACTIVITIES

*(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. OCTA provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Standing, Walking, Fingering, Talking, Hearing, Seeing, and Repetitive Motions in computer use.

### HAZARDOUS CONDITIONS

Positions in this class may also include **some or all** these factors:

- Hazardous physical conditions/materials.
- Atmospheric conditions.
- Intense noise.
- Travel.