

## SELECTION PROCESS:

To be considered for this position, please submit three (3) copies of your current resume, letter of interest highlighting your relevant work experience, and a list of three work related references (mailing address and telephone number) **no later than 5:00 p.m., Friday, September 23, 2005, To: Judy von Kalinowski, Human Resources Department, 1200 Third Avenue, Ste. 1316, MS 56L, San Diego, California, 92101** in an envelope marked **Confidential: Investment Officer, or E-mail to : jvonkalinowski@sandiego.gov**. A limited number of candidates will be invited to participate in an interview process, anticipated to occur in mid October.



THE CITY OF SAN DIEGO

# THE CITY OF SAN DIEGO

## Announces an Employment Opportunity



## Investment Officer

An Equal Opportunity Employer - Committed to Valuing Diversity



Human Resources Department  
1200 Third Avenue, Suite 1316, MS 56L  
San Diego, CA 92101





The City Treasurer Department is accepting applications for the unclassified position of:

## Investment Officer

**Salary:** \$80,000 - \$123,000 annually, depending upon qualifications and experience.

**Recruitment:** Open

**Filing Deadline:** To ensure consideration, please submit the information identified below by 5:00 p.m. Friday, September 23, 2005 at which time applicant screening will begin.

### THE CITY:

With more than 1.2 million people, the City of San Diego is the seventh largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location make it the ideal place to work, live, and play with its great weather, miles of sandy beaches, and major attractions.

Presently, the City of San Diego is operated under a Council-Manager form of government. As the result of an amendment to the City Charter, a Strong Mayor form of government will take effect in January 2006. As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2006 operating budget of \$2.2 billion, and employs over 11,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: [www.sandiego.gov](http://www.sandiego.gov).

### THE DEPARTMENT:

The Investments Division is one of the six divisions within the Department of the City Treasurer. Each of the six divisions has unique responsibilities. The functions of the six divisions include Administration, Business and Rental Unit Tax, Collections, Financing Services, General Accounting, and Investments. The Investments Division is responsible for the investment of cash balances for the City. The division provides cash management services for the City, including maintenance of banking relationships and the review of deposit and disbursement systems and procedures.

### THE POSITION:

Under the general direction of the Chief Investment Officer, this position manages the investment and reinvestment of the City's Pooled Investment Fund of \$1.2 billion in fixed income portfolios and separately manages the reinvestment of additional bond proceed fixed income portfolios for the City, its Agencies and Joint Power Authorities. The position is responsible for supervision of investment staff positions and providing treasury management assistance to other division staff and City departments. In addition, this position will liaise with the Treasurer Financing Services Division, City Auditor, Comptroller, Financial Management, and City Attorney, and other management staff on various financings and banking service related projects.

### KEY RESPONSIBILITIES:

- Manage the investment of City operating, capital improvements, and project financing monies to meet portfolio performance return goals and budgetary earnings objectives.
- Develop and maintain policies, procedures, and internal controls that fulfill our fiduciary responsibility and meet the goals of the City, departments, and divisions.
- Represent the department and divisions at City Council and professional associations meetings.
- Act as a lead liaison with other City departments on projects involving new banking or treasury related projects.
- Develop, bid, negotiate, and administer all bank services for all City departments.
- Act as primary contact to City Council Offices on Investment, Tax and Revenue Anticipation note annual financing, and Banking Issues.
- Respond to and resolve policy, procedure, accounting, and legal related issues for the division.

### QUALIFICATIONS:

The ideal candidate will have the following:

- BA/BS in Business or Finance related field is required.
- Excellent analytical and problem-solving skills, with the ability to proactively identify and support creative and innovative solutions.
- Experience in direct management of a fixed income portfolio of comparable size.
- Exceptional interpersonal skills, with the ability to successfully interact and establish effective working relationships with a wide variety of individuals.
- Excellent written and verbal communication skills.
- Ability to work independently while exercising sound judgment and decision making skills.
- Focus on enhanced customer service and customer satisfaction.
- Strong business and political acumen to work effectively with others.
- Strong leadership skills, with the ability to successfully interact with a wide variety of stakeholders.
- Experience with managing a fixed income portfolio on a total return performance basis is desirable.
- Active and genuine commitment to managing diversity in the workplace, and incorporating the City's Vision and Values into a high performing team.
- Chartered Financial Analyst candidacy and Certified Treasury Professional Certification are desirable.
- Bloomberg or comparable system experience is desirable.

Any combination of education and experience that demonstrates the required qualifications may be considered for this position. A typical way to demonstrate these qualifications would be a Bachelor's Degree in a business or finance related field, and five years of progressively responsible experience working in Portfolio Management or Treasury Management. Possession of a Master's Degree in a business or finance related field, and some knowledge of and experience with corporate banking services, treasury management, and project management is desirable.

