

City of San José
CLASS SPECIFICATION

TITLE: DEBT ADMINISTRATOR (1288)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Finance	Division Manager	Exempt

CLASS SUMMARY

Responsible for the management and administration of the Citywide outstanding debt portfolio including issuance of new debt; responsible for financial analysis performed on behalf of city departments; perform a variety of professional tasks relative to assigned area of responsibility; to plan, organize and direct the work of subordinate staff; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position assigned to the Finance Department Treasury Division, reporting directly to the Treasury Division Manager in the Finance Department. This position has primary responsibility for debt and related financial activities of the City. The position provides technical, functional and administrative supervision to a small number of professional, technical, and support staff but the primary emphasis of the position is the applied technical and administrative business skills within the area of responsibility.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of a Baccalaureate Degree from an accredited college or university in Business, Finance, Accounting, Public Administration, or a closely related field including a minimum of eighteen semester units of advanced college course work in a combination of the following: Business or Governmental Finance, Accounting, Economics, Statistics, Quantitative Methods, or Governmental Financial Management. A Masters Degree in Business or Public Administration, Finance, or other related field is highly desirable.

.Six (6) years of increasingly responsible experience in public administration, and/or business administration, including at least two (2) years of experience in debt management and administration, and including at least two (2) years of supervisory experience of professional staff.

Required Licensing (such as driver's license, certifications, etc.)

Valid California Driver's License may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

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- Knowledge of legal requirements and regulations regarding the investment and disbursement of bond proceeds.
- Knowledge of financial management including government financing and budgeting and accounting theory and practices.
- Knowledge of methods and techniques of business statistics, financial analysis, and economic principles.
- Knowledge of complex research techniques, data base development, analytical practices, and statistical methods.
- Knowledge of principles and procedures of financial record keeping and reporting.
- Ability to evaluate complex financial and operational management issues and develop, recommend and implement solutions.
- Ability to maintain positive working relationships with specialized financial service providers such as financial advisors, fiscal agents, trustees, underwriters and credit providers, including assisting in negotiating and administering agreements for such services.
- Ability to research and analyze financial market data and present findings.
- Ability to monitor and maintain the City's debt payment schedule
- Ability to prepare and present clear and concise management, financial and statistical reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to conduct reviews and analyses of City's long term debt financing needs and construct the appropriate financing strategy including type of instrument, magnitude of issuance and market timing.
- Knowledge of debt instruments would include, but are not limited to; general obligation, Airport revenue, sewer revenue, tax increment, special assessment, community facility districts, multi family housing revenue bonds and lease revenue bonds.
- Ability to advise and prepare financial analysis and research for other City Departments.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Monitor and maintains the debt issuance, administration, and payment schedule; prepare written reports and Council agenda items relating to debt management issues; perform debt related financial analysis as required; perform citywide financial analysis as required.	30%
2.	Confer regularly with a variety of underwriters, investors, and financial advisors regarding the City's debt portfolio. In addition, assist in the competitive selection of financial advisors, underwriters, banks, bond counsel, and trustees.	20%

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3.	Develop long term financing strategies, including the use of commercial paper, variable and fixed long term debt, loans and reserves.	10%
4.	Direct and/or participate in the development and implementation of goals, objectives, policies and procedures for assigned programs; recommend policies and procedures; review and propose modification of standards, policies and procedures governing financing and debt issuance.	10%
5.	Interpret and ensure compliance with federal, state, city and other legal regulations pertaining to the management of the debt portfolio including the investment and disbursement of bond proceeds.	5%
6.	Serve as the City's contact with the public and other government agencies for debt administration and investments; respond to questions and inquiries in a timely and efficient manner.	5%
7.	Plan, organize, direct and coordinate the work of assigned subordinate professional technical and support staff; review and evaluate work products, methods, procedures and performances.	15%
8.	Perform related duties and responsibilities as requested.	5%
10.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 9/10; 1288s000</i>
