

## Class Title: Debit Management Specialist

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Works with various directors and managers to coordinate the issuance of public debt for authorized projects or programs. Analyzes and assists in planning the City's long-range debt strategy in order to maintain the financial integrity and credit rating of the city and assists in planning, coordinating, and administering the City's debt sales to acquire the most advantageous long-range financing. Assists in structuring and selling cost effective debt and retains the services of various professionals for debt issuance. Ensures compliance with regulatory requirements, performs administrative duties for budget preparation and schedules and coordinates meetings.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS   |
|------------------------|---|---|
| 1                      | S | Assists in structuring and selling cost effective debt by coordinating the issuance of debt, ensuring city debt service requirements reflect fiscal policies regarding use of debt, and engaging advisors and consultants to acquire the most advantageous long-range financing programs.   |
| 2                      | S | Assists in preparing requests for proposals to retain consulting professionals or services consistent with debt issuance needs, creating and maintaining contracts with professional consultants, and reviewing progress and quality of services with consultants.  |
| 3                      | S | Performs administrative duties for budget preparation by researching budget needs for division operations and debt service, authorizing expenditures and scheduling meetings.   |
| 4                      | S | Ensures compliance with IRS and SEC regulatory requirements and reporting standards.  |
| 5                      | S | Performs financial modeling and reviews financial analysis to analyze the financial viability of various economic development projects relative to incurring additional debt or diverting operating funds.  |
| 6                      | S | Assists in the successful planning and completion of all aspects of bond sales, including: analysis of cash flows to determine timing and bond issuance amount, production of the preliminary and official statements, review of Master/Supplemental Indenture, review and analysis of feasibility studies, production of rating agency presentations, and coordination of related tour, scheduling of public hearing and review of all legal transcript documents. |
| 7                      | S | Assistsw in creating, evaluating and recommending debtmanagement policies to ensure financial integrity in the City’s bonding program. Evaluates financial trends to monitor the City’s credit rating and fiscal health by researching and analyzing historical trends and projecting trends.   |
| 8                      | S | Monitors the bond arbitrage compliance to ensure the expenditure schedule requirements are met while maximizing interest earned.  |

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| <b>Physical Strength Code</b> | <b>ESSENTIAL FUNCTIONS</b>  |
|-------------------------------|---|
| 9 S                           | Schedules and coordinates meetings with various agencies and personnel by coordinating participants and materials, providing the agenda and strategy for projects, providing feedback, and monitoring the completion of goals and objectives.   |
| 10 S                          | Conducts a variety of research and other assigned projects by compiling and reviewing internal and external organizational information, preparing position and issue papers; and recommending changes for management consideration; analyzes problem areas in service delivery and formulates recommendations for improvements; serves as a staff resource. |
| 11 S                          | Participates in budget process by compiling and providing cost information to departmental or senior management and other staff; and analyzing information for management reports; ensures that costs are accurately reflected by reconciliation and maintenance of various tracking systems.   |
| 12 S                          | Promotes communication by preparing a variety of materials to disseminate program and policy information on a departmental or Citywide basis on senior or executive management's behalf.  |
| 13 S                          | Assists management by constructing sensitive documents and correspondence, producing special research reports, serving as liaison on internal and external issues, participating in task forces and special issue meetings and coordinating various projects  |
| 14 S                          | Coordinates and prepares the debt forecast for the long range financial plan.   |
| 15 S                          | Monitors and administers the continuing disclosure program to ensure compliance with all covenanted disclosure requirements for outstanding bond issuances.   |

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**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |   |
|--|---|
| Formal Education / Knowledge           | Work requires broad knowledge of accounting, budgeting, business administration, advanced statistics, or finance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.  |
| Experience                             | Three years of financial/economic forecasting experience.   |
| Certifications and Other Requirements  | Valid Driver's License  |
| Reading                                | Work requires the ability to read various reports, legislation, and related materials.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistical analyses.  |
| Writing                                | Work requires the ability to write reports, presentations, letters, memorandum, research and technical analyses and general correspondence.   |
| Managerial                             | Managerial responsibilities include developing policies, developing work plans, and scheduling staff.   |
| Budget Responsibility                  | Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.   |
| Supervisory / Organizational Control   | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.  |
| Complexity                             | Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.   |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary X   | Light   | Medium  | Heavy  | Very Heavy  |
|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Copier, fax machine, filing, presentations                                       |
| Sitting          | F              | Computer, desk work, answering telephone, meetings, driving                      |
| Walking          | F              | To/from office equipment, to/from meetings                                       |
| Lifting          | O              | Office supplies, files, manuals, boxes, office equipment, presentation materials |
| Carrying         | O              | Office supplies, files, manuals, boxes, office equipment, presentation materials |
| Pushing/Pulling  | O              | Presentation materials   |
| Reaching         | F              | Filing in cabinet drawers, desk to telephone                                     |
| Handling         | F              | Office supplies, files, manuals, boxes, office equipment, presentation materials |
| Fine Dexterity   | O              | Computer keyboard, calculator, writing, presentation equipment                   |
| Kneeling         | R              | Reaching under lower shelves or under tables                                     |
| Crouching        | R              | Reaching under lower shelves or under tables                                     |
| Crawling         | N              |  |
| Bending          | O              | Retrieval of boxes, filing   |
| Twisting         | F              | Desk to phone  |
| Climbing         | N              |  |
| Balancing        | R              | While carrying heavy objects, books, boxes                                       |
| Vision           | C              | Computer, desk work, reading, writing, presentations, meetings, driving          |
| Hearing          | C              | Telephone, staff, supervisor, presentations, meetings                            |
| Talking          | F              | Telephone, staff, supervisor, presentations, meetings                            |
| Foot Controls    | O              | Driving  |
| Other (specify)  | N              |  |

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, overhead projector, TV/VCR, audio equipment, Standard Microsoft Windows and Office software, Advantage Financial System software (AFIN)

**ENVIRONMENTAL FACTORS:**

|           |                            |                             |                |           |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | N | Dirt and Dust             | M |
| Chemical Hazards         | N | Extreme Temperatures      | S |
| Electrical Hazards       | N | Noise and Vibration       | W |
| Fire Hazards             | N | Fumes and Odors           | N |
| Explosives               | N | Wetness/Humidity          | S |
| Communicable Diseases    | N | Darkness or Poor Lighting | W |
| Physical Danger or Abuse | S |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | -- |

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                       |                         |
|---|---|---|---------------------------------------|-------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | C |
| Emergency Situations                          | R |
| Frequent Change of Tasks                      | C |
| Irregular Work Schedule/Overtime              | C |
| Performing Multiple Tasks Simultaneously      | C |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work                      | R |
| Noisy/Distracting Environment                 | R |
| Other (see 3 below)                           | N |

- (3)