

## DEBT MANAGEMENT OFFICER

### Definition

Under direction, to manage the Debt Administration Program for the County, including operations of joint powers of authority (JPA) and financing authorities established by the County for issuing debt.

### Distinguishing Characteristics

The Debt Management Officer serves as the County's subject-matter expert in the area of public debt financing and acts as a Countywide coordinator in matters relating to debt issuance for major capital projects, and controls disbursement of bond proceeds to capital projects. The Debt Management Officer deals with highly sensitive issues in various interactions with the Board of Supervisors, senior management, school districts and other governmental agencies.

### Typical Tasks

- Plans, develops, and coordinates financial management policies and programs;
- Coordinates development of highly complex analytical financial studies and projects, and advises senior County management on policy matters relating to financial management;
- Manages the County's debt portfolio containing general obligation bonds, lease revenue bonds, special revenue bonds, equipment financings, pension bonds, pooled financings, conduit financings, Tax and Revenue Anticipation Notes (TRAN) financings, etc;
- Manages variable rate debt issues (including letter of credit negotiations), particularly in conjunction with a swap debt issuance;
- Selects, trains, evaluates, disciplines and counsels staff;
- Maintains complete records documenting reimbursement of bond proceeds for capital projects;
- Participates and acts as a voting member of the Executive Committee of the Board of Directors of the Association of Bay Area Governments (ABAG);
- Develops the County's annual debt service budget;
- Prepares and disseminates annual federal disclosure reports governing bond issuances;
- Prepares and presents annual debt reports and quarterly swap reports;
- Coordinates County involvement in school district debt issuances;
- Acts as a paying agent for school district TRAN issuances;
- Performs the initial financial analysis of the County's need for debt;
- Assists in the selection of underwriters and trustees;
- Prepares written reports, Board transmittals, and request for proposals;
- Assists in the initial and subsequent investment of bond money;

- Prepares for, and participates in bond rating agency visits and presentations;
- Determines federal arbitrage rebate calculations;
- Prepares the County's Cash Flow Analysis Report for each accounting period;
- Performs financial and market analysis, conducts studies and prepares reports on equipment leasing, housing, capital projects, and related topics;
- Acts as the County's liaison to local government agencies, on matters related to TRANs, investments, long-term debt, ratings and related topics;
- Performs other duties and related assignments as necessary.

#### Employment Standards

Sufficient education, training and experience to demonstrate possession of the knowledge and abilities listed below.

Experience Note: The knowledge and abilities required to perform this function are typically attained through possession of a Bachelor's degree in Finance, Accounting, Economics, Business Administration or other related field and at least three (3) years of increasingly responsible professional experience managing a government finance operation.

A valid California Driver's License is required prior to appointment and the ability to qualify for and maintain a County Driver's Permit.

#### Knowledge of:

- Tools and techniques of economic, and management analysis, public finance, issuance of public debt, and investment of public funds necessary to advise management on how to plan, develop, and coordinate programs and policies for the County and local government agencies;
- Financial institutions, underwriters, financial advisers, trustees, bond ratings agencies, bond counselors, and other participants in the finance industry;
- Tools of public investments, market transactions, debt instruments, and a thorough knowledge of all aspects of public financing, including the debt issuance process.
- Principles of supervision, personnel management and training;
- Principles and practices of public administration and management;
- Principles of governmental organization and administration;
- Staff analysis methods, study plan preparation, and statistical methods;
- Personal computers, common office and financial software;
- Communication techniques required for gathering, evaluating and transmitting information.

Ability to:

- Under minimum direction, plan, develop, and coordinate programs and policies of financial management including the issuance of public debt and the investment of public funds for the County and other local government agencies;
- Reason logically and creatively, and utilize a variety of techniques to solve complex financial management problems, and to develop and evaluate alternative solutions;
- Consult with and advise administrators and other interested parties on a wide variety of issues especially those regarding public finance, the issuance of public debt, and the investment of public funds;
- Gain and maintain the confidence and cooperation of those contacted during the course of work especially in sensitive relationships with County management, other County employees, representatives of other government agencies, rating agencies, and other interested members of the financial community;
- Deal tactfully and persuasively with others in controversial situations;
- Collect, interpret and evaluate data of a complex and specialized nature especially in the area of debt financing, and the investment of public funds;
- Produce well-written reports containing effective recommendations;
- Plan, organize, and direct the work of professional and clerical personnel;
- Present financial information, findings of studies, and recommendations before County management, representatives of other government agencies, rating agencies, and other interested members of the financial community.

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