

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

TREASURY INVESTMENT ADMINISTRATOR

JOB DESCRIPTION

Employees in this job serve, under executive direction, as portfolio managers responsible for the overall strategic planning, execution and direction of a divisional investment program of extensive scope, complexity and responsibility. The employee is required to plan, direct and execute specific investment strategies and activities to achieve the optimal rate of return possible within prudent levels of risk and liquidity. The employee reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies and laws, and to ensure optimal investments. Investment functions include managing one or more investment portfolios, developing investment strategies, and making asset allocation decisions. Supervisory functions include approving leaves, conducting service ratings, counseling employees, suspending or dismissing employees, participating in employee grievance procedures, and the hiring and training of personnel. All ECP Group 4 positions must be identified by the Appointing Authority and accepted by Civil Service.

There is one classification in this job.

Position Code Title – Treasury Investment Administrator

Treasury Investment Administrator 17

The employee functions as the overall portfolio manager of a divisional investment program.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Investment Duties:

Manages one or more investment portfolios. Ensures that the return on investment from the portfolios meets or exceeds benchmark returns, with prudent levels of risk.

Plans, organizes and directs the research, analysis and implementation of investment strategies of a specialized investment program or programs.

Reviews and screens potential investment opportunities and assigns to appropriate staff.

Formulates current and long-range programs, plans, and policies for the program.

Develops and/or implements asset allocations and strategies for investments.

TREASURY INVESTMENT ADMINISTRATOR

PAGE NO. 2

Makes buy/hold /sell decisions for investment portfolios and programs and hires external managers or advisors where appropriate.

Attends board meetings, limited partnership meetings, investor meetings, and industry conferences.

Negotiates terms and conditions of investment partnerships or brokerage agreements and performs due diligence on investments or potential investments.

Recommends potential investment opportunities.

Conducts staff meetings to review investment portfolio performance, strategies, investment programs, legal issues and positions, organization and budgetary issues, personnel matters, technical problems, and the status of programs and projects.

Develops policy goals and objectives for the program's investment activities.

Reviews and analyzes various economic data, publications and research material to assess impact on investment strategies and asset allocation objectives.

Prepares and delivers investment presentations for public meetings.

Managerial Duties:

Coordinates work by scheduling assignments and directing the work of subordinates, supervisors and professional staff.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

Analyzes the impact of federal, state, and local legislation, prepares position statements, and presents testimony at hearings.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

Confers with officials of federal, state and local agencies, legislators, governor's aides, Investment Committee members, professional organizations, advisory groups and interest groups on matters relating to investment of funds.

Maintains records, prepares reports, and conducts correspondence relative to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of current institutional investment practices, processes, and theories relating to the investment program.

Extensive knowledge of state and federal laws and legislation processes relating to the work.

Extensive knowledge of methods of planning, developing and administering investment programs.

Extensive knowledge of federal, state, and local relationships that impact the operations of the program.

Extensive knowledge of current literature and research in the field.

Extensive knowledge of training and supervisory techniques.

Extensive knowledge of employee policies and procedures.

Thorough knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of fiscal planning and management.

Thorough knowledge of state government organization and functions.

Thorough knowledge of staffing requirements as to type, number and training necessary for the accomplishment of program goals.

Thorough knowledge of labor relations and equal employment opportunity policies and procedures.

Thorough knowledge of public relations techniques and policies.

Ability to direct complex financial analysis relating to investment programs.

Ability to instruct, direct and evaluate employees.

Ability to plan, direct and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to analyze and appraise facts and precedents in making administrative and program decisions.

TREASURY INVESTMENT ADMINISTRATOR

PAGE No. 4

Ability to formulate policies and procedures based upon information of conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

Ability to communicate effectively.

Working Conditions

Standard office environment. Travel may be required (including international travel).

Physical Requirements

None.

Education

Possession of a bachelor's degree in business administration, accounting, finance, economics, or real estate management/financing.

OR

Possession of a bachelor's degree in any major and a Chartered Financial Analyst (CFA) designation.

Experience

Two years of professional investment, financial and/or economic administration experience as a manager, program specialist, or staff specialist.

Special Requirements, Licenses, and Certifications

Some positions may require designation as a Certified Commercial Investment Member (CCIM).

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TREINVADM

Job Code Description

Treasury Investment Administrator

Position Title

Treasury Investment Administrator

Position Code

TREINADM

Pay Schedule

NERE-120P