|  |  |  |
| --- | --- | --- |
| **PART A** | | |
| **Position No: : 820-540-4221-004** | | **Date:** |
| **Classification: Treasury Program Manager I** | | **Name:** |
| Under the general direction of the Treasury Program Manager II’s in the Conduit Financing & Investor Relations Section (CFIRS), the position serves as a team lead for state revenue and conduit bond financing programs, coordinates the Division’s Appendix A effort, coordinates the Division’s personnel actions, and manages the Division’s records retention activities. | | |
| **Percentage of time performing duties** | **ESSENTIAL FUNCTIONS** | |
| 40% | Administering the State’s financial disclosure document (Appendix A) by:   * Managing the Division’s updates to Appendix A. * Managing the Appendix A time and responsibilities schedule for state sales requiring the document. * Coordinating meetings with various stakeholders including other state agencies/departments, bond counsel, underwriters, and municipal advisors.   Coordinating the annual disclosure training. | |
| 25% | Administering the STO’s agent-for-sale and debt administration responsibilities for the sale of state revenue and conduit bond sales by:   * Coordinating the sales schedule with STO management, bond counsel, underwriters, and other State agencies, monitoring and ensuring the schedule is adhered to; consulting with officials of other State agencies to obtain information needed to complete sales; articulating STO policies and technical aspects of the sale; and obtaining market indications for pricings including pricing comp sheet. * Performing difficult analyses of the financing structure and financial products; facilitating kick-off meeting for bond sales; reviewing complex legal documents related to state revenue and conduit bonds; determining whether legal, tax, and financial provisions of the sale meet STO’s policies and serves the State’s best interest; negotiating and consulting with underwriters, financial advisors, bond counsels, service providers, and other State agencies; making recommendations to management; researching industry practices; and reviewing proposed underwriting fees and cost of issuance. * Performing the more difficult and sensitive bond administration responsibilities as specifically required by bond documents including debt service reserve calculations, transfer of funds, and continuing disclosure notices; and ensure that bondholders are protected. * Oversees the development and maintenance of systems, including PFDs Debt Management System and other various databases.   Developing the scope of service, recommending selection criteria, and preparing “Request for Qualifications (RFQ)”; analyzing RFQ responses; and making recommendations on selection. | |
| 20% | Coordinating various Division administrative tasks, including:   * Personnel action documentation to assist in maintaining adequate staffing levels and facilitate the recruitment process. * The Division’s training database, the annual training plan, training opportunities, and the training request process. * the Division’s records retention database and coordinating the transfer and recall of records from the State Records Center.   Preparation of contracts. | |
| 10% | Assigns less difficult or sensitive tasks related to a bond sale or debt administration to junior staff, reviews and ensures staff work is accurate and completed timely; assists in recruitment and training of junior staff; and provides assistance on special projects. | |
| **Percentage of time performing duties** | **NON-ESSENTIAL FUNCTIONS** | |
| 5% | May be required to respond to division activities in order to maintain processes and programs under the direction of existing policies and procedures. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS** | | | | | |
| **Activity** | **Not Required** | **Less than 25%** | **25% - 49%** | **50% - 74%** | **75% or more** |
| **Vision:** Review documents, analyses and reports; prepare written material; and maintain the departmental intranet site. |  |  |  |  |  |
| **Hearing:** Answer telephone and make calls to outside parties; attend and participate in meetings; and provide verbal information. |  |  |  |  |  |
| **Speaking:** Answer telephones and make calls to outside parties; provide verbal information and answer verbal inquiries; speak at meetings and conduct presentations. |  |  |  |  |  |
| **Walking:** Distribute and file documents and other information; pick up documents from printer; copier, and fax; and attend meetings. |  |  |  |  |  |
| **Sitting:** Sitting at desk to prepare analyses and memorandums; input data and information in to the computer; answer telephone; and attend and participate in meetings. |  |  |  |  |  |
| **Standing:** Use copier and research bond files and documents. |  |  |  |  |  |
| **Balancing:** |  |  |  |  |  |
| **Concentrating:** Review complex bond documents; prepare precise analyses; identify issues and organize technical and financial data; and input and format information for the Web site. |  |  |  |  |  |
| **Comprehension:** Same as “Concentrating” above. |  |  |  |  |  |
| **Working Independently:** Function as a manager with little or no support from higher management levels. |  |  |  |  |  |
| **Lifting up to 10 LBS occasionally:** Life documents for research, filling and storage, distribute information and documents; and research statistical reports. |  |  |  |  |  |
| **Lifting up to 20 LBS occasionally and/or 10 LBS frequently:** |  |  |  |  |  |
| **Lifting up 20-50 LBS occasionally and/or 25-50 frequently:** |  |  |  |  |  |
| **Fingering:** Use computer keyboard and mouse to perform analyses, draft reports, input information to Web site and memos; push buttons on 10-key adding machine; and answer telephone. |  |  |  |  |  |
| **Reaching:** Answer phones; use computer mouse, 10-key adding machine; gather documents; and retrieve files. |  |  |  |  |  |
| **Carrying:** Carry own materials, reports, books, and records in office for research. |  |  |  |  |  |
| **Climbing:** Step stool or ladder to research files in file room. |  |  |  |  |  |
| **Bending at waist:** Research files in file room. |  |  |  |  |  |
| **Kneeling:** Same as “Bending.” |  |  |  |  |  |
| **Pushing or pulling:** Same as “Bending.” |  |  |  |  |  |
| **Handling:** Sort and distribute papers on desk and in basket; typing; assemble materials and files; research bond files and boxes. |  |  |  |  |  |
| **Driving:** Attend office meetings or training. |  |  |  |  |  |
| **Operating equipment:** Computer, telephone, calculator, fax and copier. |  |  |  |  |  |
| **Working indoors:** Enclosed office environment. |  |  |  |  |  |
| **Working outdoors:** |  |  |  |  |  |
| **Working in confined space:** Enclosed office environment. |  |  |  |  |  |

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART B**  **PROSPECTIVE EMPLOYEE RESPONSE** | | | |
| **Position No:** Please enter the position number. | | **Date:** | |
| **Classification:** Please enter the class title. | | **Name:** | |
| Do you have any physical or mental condition or limitation that will prevent you from performing the essential functions of the position as described above? | | | |
|  | No. I have no physical or mental condition or impairment that would prevent or otherwise impair me from performing the essential functions of the job, as set forth in the job description above. | | |
|  | No. I do have a physical or mental condition or limitation that will require reasonable accommodation in order for me to be able to perform one or more of the essential functions of the job, as set forth in the job description above. | | |
|  | Yes. I have a mental or physical condition or limitation that will prevent me from performing one or more of the essential functions of the job, as set forth in the above job description even with reasonable accommodation. | | |
|  | I am not sure if I have any physical or mental condition or impairment that might prevent or otherwise impair me from performing one or more of the essential functions of the job, as set forth in the above job description. | | |
| **Note:** If you have checked this box, please indicate in the space below the following information:  1. the essential function in question, and  2. the specific functional limitations you have that you believe may prevent or otherwise impair you from performing that essential function. | | | |
| You may attach additional pages if necessary. A Personnel Office representative will contact you in order to discuss the matter with you in greater detail. If during this conversation it is determined that a reasonable accommodation may be necessary in order for you to perform the essential function(s) of the job, the representative will discuss that option with you. | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **CERTIFICATION:** I certify that I have provided true and complete information concerning my ability to perform the essential functions as it pertains to above job description. (Any misrepresentation or material omission may be cause for dismissal.) | | | |
|  | | | |
| Applicant’s Signature | | | Date Signed |