

**DUTY STATEMENT
STATE TREASURER'S OFFICE
PUBLIC FINANCE DIVISION
LEASE REVENUE FINANCING SECTION**

PART A	
Position No: 820-510-4221-003	Date:
Classification: Treasury Program Manager I	Name:
Under the general direction of the Treasury Program Manager II, this position serves as the technical specialist and team leader for the sale of bonds. The position performs the most sensitive or technically complex work and makes recommendations to management.	
Percentage of time performing duties	ESSENTIAL FUNCTIONS
35 %	<p>Performs difficult analyses of the financing structures, and financial products; reviews complex legal documents related to the bonds; determines whether legal, tax and financial provisions of the sale meet STO's policies and serve the State's best interest.</p> <p>Performs the more difficult or sensitive trustee responsibilities; determines trustee actions specifically required by documents; ensures that bondholders are protected and the issuing State agencies credit rating is preserved.</p> <p>Negotiates and consults with underwriters, financial advisors, bond counsel, service providers, other State agencies; determines when a unique or disputed provision of the sale is of a significant magnitude to bring before upper management of the STO; makes recommendations to top management; and researches industry practices.</p>
30 %	Coordinates the sales schedule with STO management, bond counsel, underwriters and other State agencies; monitors and ensures that schedule is adhered to; consults with officials of other State agencies to obtain information needed to complete sales; articulates STO policies and technical aspects of the sale and trustee responsibilities; and obtains market indications for pricings.
15 %	Responds to more complex and sensitive inquiries from bondholders, brokers, other State agencies and the general public; oversees the development and maintenance of systems that records bond sale information.
5%	Develops the scope of services, recommends selection criteria and prepares "Request for Qualifications (RQ)" for service providers; analyzes RFQ responses and makes recommendation on selection of service providers.
Percentage of time performing duties	NON-ESSENTIAL FUNCTIONS
10%	Assigns less difficult work related to the sale to junior staff and reviews their work; assists in recruitment and training of staff.
5%	Backs-up other TPM I; other duties as required.

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 correspondence; and process payment information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing: Answer telephone and make calls to outside parties; attend and participate in meetings; and provide verbal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speaking: Answer telephone and make calls to outside parties; attend and participate in meetings; announce visitors; and provide verbal information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Distribute documents and other information; pick up print jobs; walk to and from copies; and walk to meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting: Sit at desk to prepare analyses and memorandums; answer telephone; attend and participate in meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Use copier machine, research bond files and boxes in file room and vault.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing: Research bond files and boxes in file room and vault, climb up step stool or ladder to retrieve files from shelves.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrating: Review complex bond documents; prepare precise analyses; identify issues and organize technical and financial data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehension: Review complex bond documents; prepare precise analyses; identify issues and organize technical and financial data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Independently: Must be able to work alone after initial on-the-job training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 LBS occasionally: Lift archive boxes of bond documents for research, filing and storage; distribute official statements and other bond documents; and research mainframe reports.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 20 LBS occasionally and/or 10 LBS frequently: Lift archive boxes of bond documents for research, filing and storage; distribute official statements and other bond documents; and research mainframe reports.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up 20-50 LBS occasionally and/or 25-50 frequently:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fingering: Use computer keyboard and mouse to perform analyses, draft reports and memos; push buttons on 10-key adding machine, calculator and telephone; and assemble bond files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching: Answer phone; use computer mouse, 10-key adding machine and calculator; gather documents; retrieve bond files and boxes in bookcase, file room and vault	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying: Own work materials and reports; books, bond files, boxes and reports back to desk for further research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing: Step stool or ladder to research and retrieve files and bond documents from shelving units in file room or vault.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending at waist: Retrieve bond files and boxes from shelving units in the file room or vault.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling: Same as "Bending at Waist" above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or pulling: Same as "Bending at Waist" above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling: Sort and distribute papers on desk and in basket; typing; assemble bond files; research bond files and boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving: Attend out of town office meetings and training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operating equipment: Computer, telephone, 10-key adding machine, Xerox, and fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working indoors: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working outdoors:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working in confined space: Enclosed office environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>