



General Summary of Classification:

Responsible for the centralized management of debt and bond issuance, financing, restructuring, debt ratios, debt servicing and savings, related cash flow, risk, compliance and reporting; serves as the primary strategist and manager of the County's issued and bond debt portfolio for general government, schools, and the water & sewer enterprise fund; develops, implements, monitors and manages debt financing strategies to ensure the County retains its AAA bond rating; develops, implements manages and monitors operational processes to ensure all debt management and servicing practices comply with all applicable laws, regulations, and covenants, and maintains stakeholder transparency; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- End-to-end management of the County's debt portfolio in accordance with Federal, State, and Local regulations to ensure strict adherence with securities law, federal tax code, state code, county policies, and relevant best practices;
- Develops and maintains debt models, and maintains the County's debt tracking software and investor relations website;
- Prepares debt projections and compliance reviews, including bond sales, bond arbitrage yield management, required disclosures, etc.;
- Ensures timely and accurate debt service payments; identifies and recommends opportunities for savings and refunding, executes approved recommendations; prepares & files debt information in compliance with Bond Covenants and disclosure requirements;
- Collaborates with project managers to analyze and maintain project level cash flow schedules associated with debt financed projects;
- Manages bond proceeds through timely reimbursement and payment of expenditures; monitors spending for efficient use of funds in consideration of arbitrage rules and regulations; and collaborates with departments on use of funds;
- Works closely with internal and external stakeholders on planned debt issuances to establish optimal timing and financing structure to efficiently meet County needs; provides guidance to County staff and leaders on general obligation bond referendums and other debt issuance; collaborates with budget staff on debt issuance and debt service requirements using affordability and debt ratio models;
- Monitors municipal bond market trends and works with external partners to identify prospective refunding and debt service saving opportunities;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** In-depth knowledge of municipal debt financing including general obligation bonds, revenue bonds, VRA and VPSA debt, taxable and tax-exempt debt, competitive and negotiated sales; sound working knowledge of end-to-end debt issuance; excellent analytical skills including financial modeling, data sourcing, aggregation, quantitative analysis and data synthesis; sound working knowledge of municipal bond markets; sound working knowledge of accounting principles and practices, government budgeting, appropriations, and capital expense management.
- **Technical:** Sound computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and other applications to perform complex data analysis, make sound recommendations and decisions, and complete all assigned duties.
- **Interpersonal, Communication and Customer Service:** Collaborates and communicates clearly, accurately and effectively with all levels of staff, leaders and officials; establishes and maintains effective professional relationships with key external partners including financial advisors, bond counsel, banking partners, rating agencies, and other localities; politically astute with a deep awareness and understanding of organizational priorities and objectives; excellent collaborative skills, works well independently and as part of a team; requires the ability to effectively negotiate and manage competing timelines and priorities to achieve fiscal goals; excellent oral and written communication skills, with ability to prepare and give clear, easy-to-understand presentations to diverse target audiences.
- **Decision-making and Authority:** Develops and implements sound debt management strategies; serves as primary contact for credit rating agencies; serves on various County teams to promote bonds referendums, prepare schedules, reports, disclosures, annual and capital budgets; serves as primary financial advisor to County leadership on the issuance and management of debt; performs routine and ad hoc analysis, data modeling and reporting to develop and support recommendations, decision making, manage financial risk, support budgeting and forecasting, monitor debt ratios, maintain credit rating, identify potential refunding opportunities and debt service saving opportunities.
- **Leadership:** Non-supervisory; demonstrated ability to lead designated teams towards intended outcomes and objectives.
- **Environment:** Typically works in an office setting.
- **Physical:** Physical ability sufficient to perform assigned duties in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in relevant field such as accounting, finance, or public administration, relevant master's degree preferred;

Experience: Five (5) years of relevant public sector accounting experience, prior experience in municipal debt management preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.