

Summary of Duties: Administers or assists in the administration of the cash management and/or investment program for all Council-controlled departments, independent departments and joint power authorities; develops an investment strategy after considering forecasted City cash needs and future economic conditions; serves as in-house investment advisor to all departments and entities; buys, sells or swaps investments to accomplish improved yields and contracts with banks and savings and loans for the deposit of funds; or plans, organizes and directs the work of employees engaged in such activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Cash Management Officer exercises full responsibility in administering the cash management and/or investment program; and exercises discretion and independent judgment required for effective management of a large debt-type portfolio in changing economic conditions. An employee in this class acts as investment advisor for City departments, and utilizes effective cash-flow procedures to maintain liquidity and maximize funds invested.

Examples of Duties: Under direction, acts with full discretion in committing the City and its entities to investment positions; develops daily cash positions and short and long term cash flow forecasts; makes daily portfolio decisions in varying economic conditions; provides investment and financial advice for City officials and departments; coordinates delivery and settlement procedures with City departments, banks and security dealers; negotiates and supervises contractual relationship with banks and savings and loan associations for placement of active and interest-bearing deposits: reviews the City's present and forecasted future cash needs in relation to forecasted economic condition and designs and executes a responsive investment strategy, within City guidelines and State laws, to provide best investment return to the City; reviews present and forecasted economic conditions by contacting economists, brokers, reviewing publications and attending seminars.

Supervises professional accounting and clerical staff in the operation of automated systems for investment accounting and portfolio monitoring. Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative

Action Program; and may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of treasury cash management and investment of Treasury funds including active portfolio techniques such as various types of swaps, all designed to enhance yield; and the theory of money and banking as applied to cash management; a good knowledge of cash flow and liquidity demands of a large organization; a good knowledge of economic trends as they affect municipal investments, a good knowledge of financial accounting in a large organization, uniform negotiable instruments and United States obligations and securities; a good knowledge of State Government Code and City Charter sections and ordinances pertaining to the Treasurer; a good knowledge of financial functions and organizations of the City; a good knowledge of the rules and regulations of the Federal Reserve, U.S. Treasury, Controller of Currency, State Superintendent of Banking and state and federal banking laws;

A good knowledge of sound supervisory principles and practices including: planning, delegating and controlling the work of subordinates; training, instructing and evaluating subordinates' performance; counseling, disciplining, motivating subordinates; and grievance handling; a good knowledge of the supervisor's responsibility for Equal Employee Opportunity/Affirmative Action as set forth in the City's Affirmative Action Program; a good knowledge of safety principles and practices; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel;

The ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles; the ability to fulfill supervisor's affirmative action responsibilities as indicated in the City's Affirmative Action program; the ability to work independently, to present statistical data effectively, and to work with financial officers; and the ability to use independent judgment in making and executing investment decisions.

Graduation from a recognized four-year college or university and three years of experience in a public agency, commercial bank, investment banking firm, or brokerage firm with responsibilities for the purchasing or selling of money market instruments, cash management analysis, and analysis of short-term investments and economic forecasting is required for Cash Management Officer.

Appointment to a position in this class is subject to a one-year

probationary period under provisions of Section 109 of the Los Angeles City Charter.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determinations must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.