

The County of San Mateo *invites applications for the position of*

# INVESTMENT OFFICER



**COUNTY** OF **SAN MATEO**



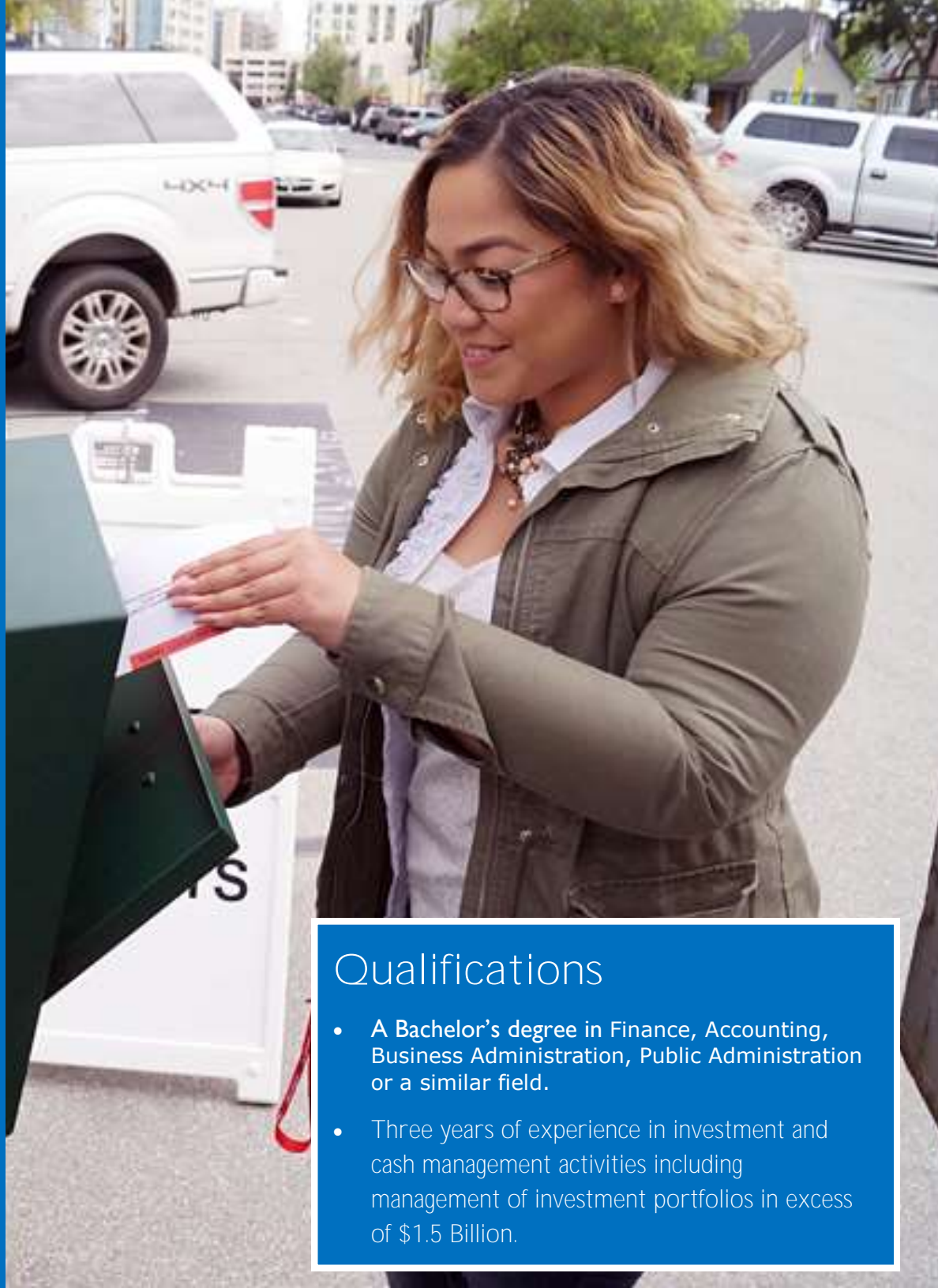
# The Position

The County of San Mateo is looking for a fiscally responsible and experienced Investment Officer to join our team. The Investment Officer provides oversight for the Investment Division of the Treasurer-Tax Collector's Office which manages a pool of approximately \$5 billion investment funds. The Investment Division provides and analyzes the needs of County operations and investments accordingly, depending on the projected daily cash.

Reporting to the Treasurer-Tax Collector, the Investment Officer will plan, organize, and direct the short-term investment activities of the Treasurer-Tax Collector's Office. The Investment Officer will also provide oversight for the investment of funds for the school districts, special districts, other governmental units, and general County revenues. In addition, the Investment Officer will work closely with the Investment Advisor to develop in short and long range investment strategies in light of prevailing market conditions and provide higher level management support in the area of investment policy.

The primary focus of the County's Treasurer is to oversee the management of public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to pool participants, achieving a competitive yield while conforming to all applicable statutes and resolutions governing the investment of public funds. Our goal is to ensure the quality and efficiency of our practices to best maximize the services provided, including updating the investment policy as needed, creating monthly and quarterly Investment reports, conducting credit analysis, cash flow projection, processing wire requests for pool participants, and creating monthly activity statements for participants.

Note: The current vacancy is an unclassified, at-will position and is not covered by San Mateo County Civil Service Rules.



## Qualifications

- **A Bachelor's degree in Finance, Accounting, Business Administration, Public Administration or a similar field.**
- Three years of experience in investment and cash management activities including management of investment portfolios in excess of \$1.5 Billion.

# Ideal Candidate

The ideal candidate has:

- At least 5 years of professional level experience in investment and cash management activities including working with fixed income investment portfolio and/or government debt management.
- Experience providing oversight of the management of investment portfolios in excess of \$4 Billion.
- An MBA in Economics or Finance or a CFA.
- Impeccable ethics and principles. Ability to establish and improve financial programs, controls, strategies and solutions while remaining within acceptable risk parameters and conforming to applicable state and federal codes and laws.
- Experience developing, administering, and monitoring successful cash management and investment strategies.
- Ability to establish and evaluate policies, procedures and controls related to the County's, schools, and other governmental units cash management and investment programs.
- Ability to think strategically and manage investment strategy for the County
- Expertise needed to analyze and evaluate statistical data, credit analysis, cash flows and reports related to County finances and market factors to react to variables that may impact investment strategy.
- Ability to locate, collect, interpret, evaluate and summarize pertinent financial data for presentation to various groups.
- Ability to identify existing or potential problems, secure relevant information from various sources, determine probable cause(s), and effect appropriate solutions.
- Ability to represent the County, school districts and other governmental units under diverse circumstances; and prepare and deliver oral presentations to small and large groups.
- Excellent interpersonal style and communication skills. Ability to gain acceptance, cooperation or agreement of a plan activity and/or program idea.
- Ability to establish and maintain cooperative working relationships with County staff, elected officials, internal and external stakeholders, as well as offices of local banking and investment institutions.
- A proven track record of successfully implementing managerial and administrative functions; including hiring, training, mentoring, goal setting, employee development, as well as employee engagement and diversity and inclusion initiatives.



# Opportunities & Challenges

You will be asked to perform a variety of special assignments, including but not limited to:

- Compile and conduct debt analysis information regarding the values of securities eligible for investment.
- Analyze the cash flow requirements to determine investment schedules.
- Advise as to maturities of securities best suited to the investment needs of the County and district funds deposited in the County treasury.
- Keep abreast with investment and marketing conditions and opportunities.
- Negotiate the purchase, sale and exchange of short term securities.
- Negotiate agreements between differing groups or units of government regarding cash flow and investment practices.
- Establishing and maintaining cooperative working relationships with offices of local banking and investment institutions.
- Establish and evaluate policies, procedures and controls related to County investment programs.



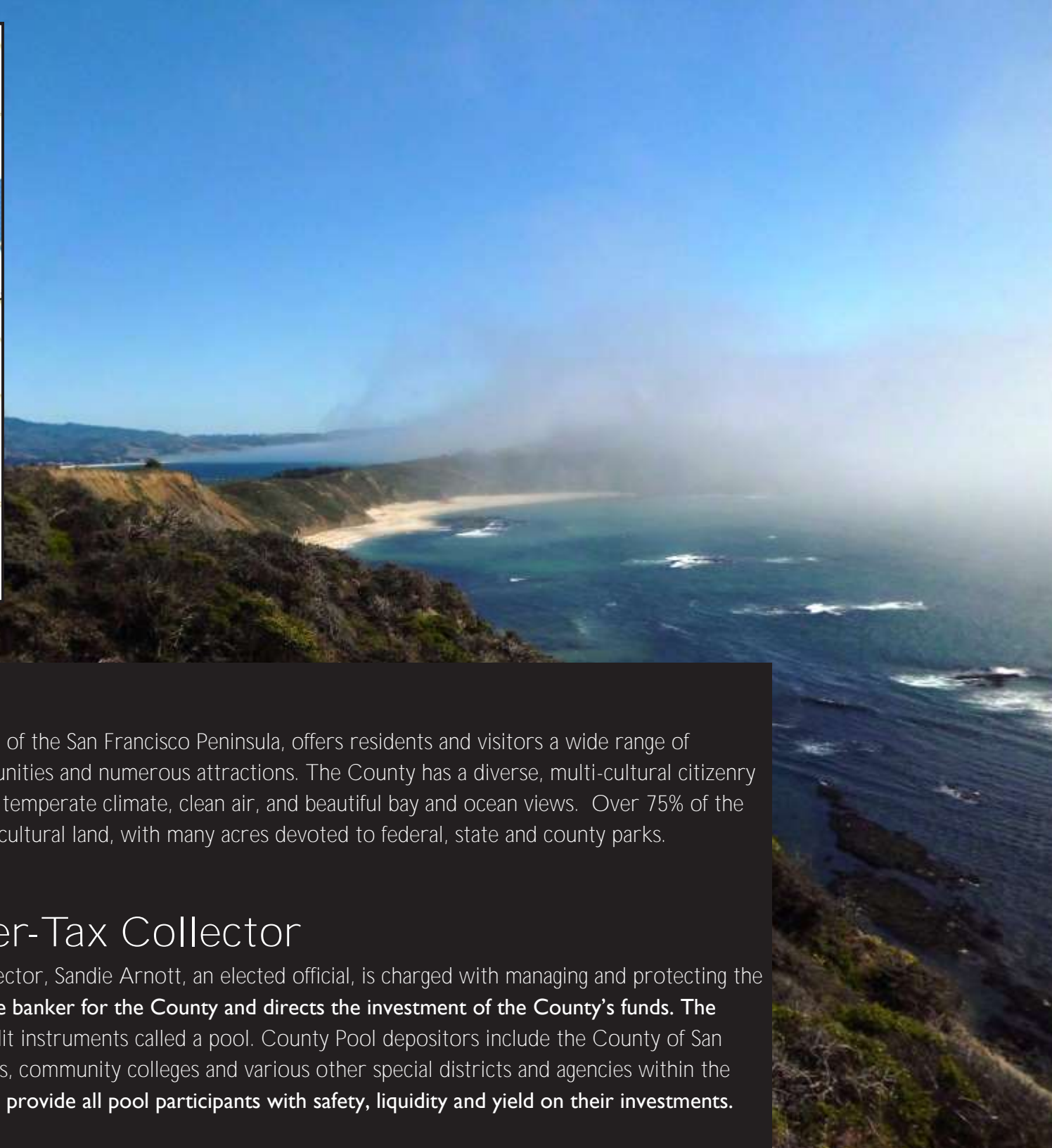
**Sandie Arnott**  
TREASURER-TAX COLLECTOR

Charles M. Tovstein  
CHIEF INVESTMENT OFFICER

Robin N. Elliott  
ASSISTANT TAX COLLECTOR

## SAN MATEO COUNTY INVESTMENT POOL FUND JANUARY 2019 MONTH END REPORT





## San Mateo County

San Mateo County, located in the heart of the San Francisco Peninsula, offers residents and visitors a wide range of recreational options, economic opportunities and numerous attractions. The County has a diverse, multi-cultural citizenry who enjoy the cosmopolitan ambiance, temperate climate, clean air, and beautiful bay and ocean views. Over 75% of the County is dedicated open space or agricultural land, with many acres devoted to federal, state and county parks.

## About the Treasurer-Tax Collector

San Mateo County Treasurer-Tax Collector, Sandie Arnott, an elected official, is charged with managing and protecting the **County's financial assets. She acts as the banker for the County and directs the investment of the County's funds. The funds are invested in a portfolio of credit instruments called a pool. County Pool depositors include the County of San Mateo, elementary schools, high schools, community colleges and various other special districts and agencies within the County. It is the Treasurer's mission to provide all pool participants with safety, liquidity and yield on their investments.**



CPR Awareness Class for Employees



Employee Wellness Tournaments



Comprehensive Medical, Health, and Dental Benefits

Employee Benefits Overview

Your Benefits, Your Choice

Employee Benefits Guide

## What We Offer: A Comprehensive Total Compensation Package

The salary range for this position is \$124,758.40 - \$155,958.40 Annually. In addition to salary, the County offers an excellent benefits package\* that is available to spouses, domestic partners, and eligible dependents. Visit [Management Benefits at a Glance](#) for details.

### Retirement

- Pension Benefit through the **County's Retirement System**
- Health Benefits for Retirees
- Deferred Compensation Plan
- Retirement Reciprocity

### Paid Leave

- 13 vacation days/year, additional days added with years of service
- 12 paid holidays/year
- 130 hours/year of Administrative Leave for Managers; can be taken as time off or 50% of balance cashed out.

### Health & Wellness

- 3 Medical Plans
- 2 Dental Plans
- Vision care paid by County
- Long Term Disability and \$50k Basic Life Insurance paid by County; variety of Supplemental Insurance options available
- Employee Wellness Program

### Work-Life Program

- Commute Alternatives & Travel Subsidies
- Concern EAP (Employee Assistance Program)
- First Time Homebuyer
- Tuition Reimbursement
- FSA & Dependent Care Assistance

For more information regarding the comprehensive and generous benefits package please visit <https://hr.smcgov.org/Employee-Benefits-Guide>

\*Benefits described herein do not represent a contract and may be changed without notice

## Recruitment Schedule

Open Recruitment:.....April 18, 2019

Close Recruitment:.....May 13, 2019

Application Screening: .....May 14, 2019

Tentative Panel Interviews: ..... June 5 and/or 6, 2019

## How to Apply

To apply, answer the supplemental questions included on the application form by using the County's online application system by 5:00 pm PST on May 13, 2019. Applicants must also upload their resume and cover letter with their online application.

Apply online at: <https://jobs.smcgov.org>

For questions, please contact Lucy Fung at  
[lfung@smcgov.org](mailto:lfung@smcgov.org)