

SNOHOMISH COUNTY JOB DESCRIPTION

INVESTMENT OFFICER

Spec No. 2099

BASIC FUNCTION

To manage the daily cash flow and short term Investment needs for the County as well as the Taxing Districts. To manage the longer term funds based on cash flow needs and market conditions. To manage the Snohomish County Investment Pool (SCIP).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages daily cash flow and short term investment needs for County Treasurer and junior taxing districts as directed by the Revised Code of Washington (RCW); Snohomish County Code and written investment policy and internal control procedures; manages longer term funds based on cash flow projections and market conditions for the Snohomish County Investment pool as well as for the junior taxing districts.
2. Develops and implements appropriate investment strategies based on Snohomish County needs and the current interest rate environment and market conditions.
3. Prepares and maintains portfolio and cash flow information on securities, yields, maturities and average daily balances on a daily basis; prepares written investment reports for Treasurer and Finance committee on a monthly basis and quarterly basis.
4. Contacts and or meets with County fund managers, analysts as well as Taxing District finance administrators regarding investments, cash flow needs and discussions on interest rates
5. Acts as administrator for all County bank accounts and online banking.
6. Acts as the administrator for the web based Investment Entry System for all County and Taxing District Investment Funds.
7. Acts as contact person for banking related issues and questions.
8. Participates in and makes recommendations concerning the hiring, firing, discipline, transfer or termination of subordinate employees in the Snohomish County Investment Pool; advises, assists and trains subordinates as necessary.
9. Oversees the Automatic Clearing House (ACH) program for the collection of property taxes via automatic bank debits.
10. Analyzes new banking services; performs cost benefit analysis and makes subsequent recommendations to Treasurer.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Monitors and manages electronic banking to ensure accountability and internal controls.
12. Evaluates Request For Proposal's (RFQ's) for Banking and Investment Custody services.
13. Analyzes monthly banking analysis; prepares summary report for Treasurer.
14. Attends investment related seminars and conferences to keep abreast of market trends.
15. Updates the Snohomish County Investment policy, investment related policies and procedures.

STATEMENT OF OTHER JOB DUTIES

16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in business, finance or economics, experience in monitoring of a large public sector cash flow, PLUS, five (5) years experience in public sector investment related work; Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- state laws relating to county investing;
- Treasury and Agency securities;
- money market instruments;
- local government investment pools;
- spreadsheet and data base applications;
- banking services.

Ability to:

- establish and maintain effective work relationships with superiors, subordinates, investment officials, employees of taxing districts and the general public;
- communicate effectively orally and in writing;
- maintain accurate records and prepare a variety of reports and analyses;

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KNOWLEDGE AND ABILITIES (continued)

- interpret and apply investment regulations;
- work with minimum supervision;
- use computer terminals, calculators and adding machines;
- maintain accuracy while working under pressure.

SUPERVISION

The employee reports to the County Treasurer. The work is performed within investment policy guidelines and is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 spec No. 310242

Revised: July 1987, August 1996, and July 2006

EEO Category: 2 - Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous