

Deputy Treasurer



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced individual to fill the Deputy Treasurer position which reports to the City of Austin Treasurer.

AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019) , and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1 and home to companies such as Apple, Samsung, Dell and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council City has a 10-1 council system with an at-large Mayor and Council Members that represent 10 single member districts. The Mayor and Council Members serve in their respective seats for four years and cannot be elected to more than two consecutive terms. The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner.

To learn more about the dynamic City of Austin, visit austintexas.gov.

CITY OF AUSTIN STRATEGIC DIRECTION 2023

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Deputy Treasurer reports through the City of Austin Treasurer, which is aligned to the Government That Works For All Strategic Outcome. The Deputy Treasurer will be responsible for supporting cross-departmental issues involving external stakeholders as it relates to all six of the Strategic Outcomes. For more information, visit [Austin Strategic Vision 2023](#).





THE FINANCIAL SERVICES DEPARTMENT

The Financial Services Department provides comprehensive and integrated financial management, procurement, administration, support services, and performance management to City departments and other customers.

The Treasury Office is a division within the Financial Services Department. The mission of the Treasury Office is to provide support services to City departments and maintain the financial integrity of the City by effectively managing the City's cash, debt, and investment resources. The Treasury Office is comprised of nine employees whose specific areas of responsibility include cash management, debt management, and investment management. One of the core functions of the Treasury Office is to manage the City's \$4 billion combined investment portfolios in compliance with the State of Texas Public Funds Investment Act and City of Austin Investment Policy.

THE POSITION

Under the direction of the City Treasurer, this position assists in the management of the City's cash, debt, and investments; ensures policies and procedures meet corporate objectives and regulatory body requirements; and acts as liaison in conducting business with outside financial institutions.

The Deputy Treasurer is responsible for all aspects of investment management. This includes, but is not limited to, management of all City portfolios in compliance with the State of Texas Public Funds Investment Act and the City's Investment Policy, management of the City's daily liquidity requirements, accounting of all investment activity, and overseeing the City's comprehensive cash management program.

The Deputy Treasurer serves on the City of Austin Investment Committee and other committees as assigned. This position reports directly to the Treasurer and may act for Treasurer in their absence.

THE IDEAL CANDIDATE

- Possess a CFA, CPA, CTP, and/or CCM designation.
- Possess extensive experience with investment management, preferably investing public funds.
- Possess considerable experience with cash management.
- Possess broad experience in contract management.
- Possess vast experience in governmental accounting and budgeting.
- Possess advanced experience with detailed and complex Excel models.
- Effective written and verbal communication skills are imperative for this position.



QUALIFICATIONS

- Graduation with a Bachelor's degree from an accredited college or university with major course work in a field related to finance or accounting, plus five (5) years of related experience, including at least two (2) years of experience which were in a supervisory or management capacity.
- CFA, CPA, CCM, or MBA may be substituted for one (1) year of experience.

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Ensures compliance with City and other regulatory agency requirements and policies.
- Provides technical advice and assistance to City Treasurer.
- Coordinates and evaluates plans, criteria, schedules, etc. for a variety of projects, programs, and plans.
- Monitors banking services and compliance with the depository contract and cash flow analysis.
- Monitors compliance with bond covenants, debt impact analysis, and management of the commercial paper program.
- Oversees investment portfolio, liquidity management, investment accounting, and compliance with arbitrage regulations.
- Represents the Treasurer in their absence.

Responsibilities– Supervision and/or Leadership Exercised:

- Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

COMPENSATION AND BENEFITS

Salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **Saturday, February 22nd, 2020**. To apply, candidates must complete an online application. [Click here to be directed to the online posting](#). Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Daniel Duran

Daniel.Duran2@austintexas.gov

512-974-9378

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance please contact 512-974-3210 or Relay Texas 7-1-1.

