

# Market Range Detail - Treasurer's Portfolio Manager

## Effective Date

September 5, 2011

## Market Range Title Description

This single incumbent position in the Treasurer's Office is responsible for the investment of all incoming County and School revenue in compliance with applicable county, state and federal laws and regulations and the financial policies of Maricopa County. The Treasurer's Portfolio Manger exercises considerable discretion in managing, directing and investing funds and provides expertise to department and County executive management regarding all investment matters.

Job duties include: assessing current financial markets and trends and developing investment strategies; evaluating existing county investment portfolio performance and preparing forecasts for future performance; negotiating investment purchase, sale and trade transactions; ensuring that all investment financial activities are accurately reported and monitored; analyzing complex financial data and identifying opportunities for investment; preparing investment analysis and financial reports and statements; ensuring that all investments are in compliance with applicable laws, regulations and policies; assisting the Treasurer in the development of investment management policies, procedures and strategies; researching and analyzing the impact of proposed and adopted legislation affecting area of assignment;. The Treasurer's Portfolio Manager works under the direction of the County Treasurer.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.87	\$45.78	\$55.69

## Likely Minimum Qualifications

- Bachelor's degree in finance, business administration, public administration or related field.
- Six years of experience in managing large investment portfolios preferably in the public sector.
- Other combinations of education, experience, and training may considered in substitution for the minimum qualifications.

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.