

Director of Debt and Cash Management (#MABZ74)

\$71,870.00 Yearly Min / \$89,837.00 Yearly Mid / \$107,804.00 Yearly Max

Summary Statement

An incumbent in this class is responsible for directing the conceptualization, implementation and overall administration of the State's Investment, Banking, and Debt Management programs (collectively, the Programs), as guided, defined and adopted by the Cash Management Policy Board (CMPB) and the State's issuing Officers (collectively, Governing Institutions).

Nature and Scope

The Director will lead the Debt and Cash Management Division (Division), a core divisional area of the Office of the State Treasurer (OST). An incumbent in this class reports to both the State Treasurer and the Deputy State Treasurer, performs all duties and responsibilities with a high degree of independence and initiative, and provides staff support to the Governing Institutions. The incumbent is responsible for the conceptualization, implementation and overall management of the Programs. The scope of duties includes supervision of support staff engaged in program operations and administration; development of strategic initiatives consistent with OST's mission; development and implementation of methods for evaluating program performance, tracking and reporting; delivery of procurement and budgeting plan strategies for cost control and sustainability; oversight, development and deployment of communication and outreach campaigns; cultivation and preservation of relationships with other state organizations whose assistance is needed to deliver program services and outcomes; and others as directed by agency heads and Governing Institutions.

Essential Functions

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Assists the Governing Institutions and agency heads in the development of plans for achieving strategic goals and objectives of the Programs.
- Directs strategic initiatives of the Division and oversees development of multi-year projects and Programs.
- Provides recommendations, guidance and direction to agency heads for the purpose of meeting organizational and operational goals and objectives and identifying/resolving problems/needs; recommends new and revised policies and procedures.
- Oversees the preparation of complex studies, projects, reports and dashboards pertaining to the Programs at the request of the Governing Institutions and/or agency heads.
- Supervises, reviews, evaluates, coordinates, and prioritizes the work of staff and makes recommendations on hiring and performance-related action.
- Develops and coordinates budget proposals for the Division's operating budget. Maintains/negotiates contractual agreements, develops request for proposals to implement provisions of state and federal regulations and/or to provide program services.

- Interprets, explains, applies and may suggest changes to applicable state and federal laws, rules, regulations, policies and procedures to the administration of the Programs.
- Develops and implements methods of evaluating the Programs to ensure the delivery of quality services.
- Promotes market awareness by identifying and procuring key technologies, reports, periodicals, training, memberships and symposia invitations.
- Provides representation of OST at meetings, hearings, contract negotiations, presentations and committees.

Knowledge, Skills and Abilities

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

- Knowledge of the principles, practices, and theories of accounting, auditing, budgeting, and financial management.
- Knowledge of the functioning of capital markets, including, conditions, trends, regulations, and legislation.
- Knowledge of public finance, investment and banking management theories, principles and practices.
- Knowledge of the principles and practices of program budget preparation, analysis, control and presentation.
- Knowledge of the principles and practices of supervision and management as well as fiduciary duties and responsibilities.
- Skill in establishing goals, objectives and priorities for the assigned core functions.
- Skill in interfacing with public and private/professional individuals, groups and organizations and maintaining effective working relationships with Board members, supervisors, associates and subordinates.
- Skill in the analysis and development of legislation and regulations.
- Skill in the compilation, analysis, evaluation and presentation of data from a variety of sources.
- Skill in negotiating, preparing and implementing complex contractual agreements, including, project management and planning.
- Ability to analyze complex Programs within the agency or at a multi-agency level.
- Ability to prepare and present complex technical and subject matter ideas and solutions clearly, concisely and effectively in oral and written form.
- Ability to identify and analyze problems/needs/issues, assess their impact and make recommendations.

Job Requirements

JOB REQUIREMENTS for Director of Debt and Cash Management

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a Bachelor's degree or higher in Accounting, Business Administration, Business Management, Economics, Finance, Public Administration or related field.
2. Three years experience in program administration such as overseeing and directing the development, implementation and evaluation of programs and services; planning and establishing short and long range program goals and objectives.

3. Three years experience in applying or interpreting laws, rules, regulations, standards, policies and procedures applicable to managing investment portfolios, banking services agreements, or debt issuance/service.
4. Three years experience in strategic planning such as planning and mapping a path between the present and future usually for three to five years by determining key objectives, how to accomplish the key objectives, what strategies should be used, what activities would contribute to accomplishing the key objectives and developing performance measures to gauge and report progress or success.
5. Three years experience in budget, grant or contract administration such as developing, monitoring and controlling budgets, grants, or contracts.
6. Three years experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

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For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at jobs@state.de.us.