

Classification Title: Investment Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION: Monitors and invests the County's portfolio as well as forecasts future cash needs. Maintains banking and Wall Street relationships. Monitors cash receipts and disbursements to ensure daily liquidity.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Completes cash flow analysis reports by monitoring receipts and disbursements to ensure daily liquidity. Sends out wires as needed and moves money between accounts.
2	S	Purchases US Treasury, Agency, Money Market Securities and authorized legal investments in the open market in order to purchase the highest yielding securities with the least amount of risk to the County.
3	S	Studies the current economic environment to better understand the impact on the County's portfolio. Evaluates and reports on economic data.
4	S	Communicates with the Wall Street brokerage community in order to understand the current market. Contacts City and County investment professionals. Meets regularly with outside consultants to discuss portfolio.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Accounting, Business Administration, Finance or related field.
Experience	Three years of experience in investment analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced

CLASSIFICATION REQUIREMENTS	
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.