

Title: Investment Management Assistant
PG: 38
Status: Civil Service
Position Reports to: Civil Service Director
Department: Civil Service

Class Code: 6083
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a responsible, administrative position involving all phases of City pension funds investments. Work involves reporting the investments of the Employees' Fund, the Police Officers Supplemental and the Firefighters' Supplemental Funds. Work includes the exercise of considerable judgment in accounting records preparation of financial statements for the Pension Boards.

ESSENTIAL FUNCTIONS:

1. Evaluates the asset holdings of the City sponsored funds and prepares reports and projections.
2. Provides information to the Director regarding the status of current investments.
3. Maintains a data base and balances results against monthly Custodial and investment manager reports.
4. Regularly monitors the investment portfolio, evaluates investment manager trading trends, alerts Director and Board to any issues of question.
5. Stays abreast of changes in laws, rules and regulations pertaining to the operation and administration of public pension plans.
6. Communicates current activity, investment levels and new holding to Custodians, Consultants and Investment Managers.
7. Monitors transfer of cash between the City and the funds Custodians.
8. Compiles, verifies and validates personnel inventory and demographic data for the annual actuarial and audit process.
9. Assists in fiscal year end closing and preparation of the Annual Report to the Florida Division of Retirement for each of the three funds.
10. Prepares, maintains and reconciles department budget.
11. Serves as recording and communications secretary for the Civil Service and Pension Boards.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Through knowledge of governmental statutes, regulations and procedures pertaining to public pension plans and investments of municipal funds.
2. Through knowledge of processes involving the buying, selling, transacting, recording and custody of securities.
3. Knowledge of financial markets and investment instruments.
4. Ability to apply extensive skills in developing sophisticated computer applications.
5. Ability to communicate effectively both orally and in writing.
6. Ability to establish and maintain effective, working relationships with co-workers, other city employees and the general public

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Associates Degree in accounting, mathematics or business.
2. Two (2) years of experience in pension fund operations management.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.