



City of Cincinnati

DIVISION MANAGER (DEBT MANAGEMENT) (UNCLASSIFIED)

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| SALARY | \$46.23 - \$64.16 Hourly \$3,698.78 - \$5,133.12 Biweekly \$96,168.28 - \$133,461.12 Annually | LOCATION | Ohio 45202, OH |
| JOB TYPE | Full-time Unclassified | JOB NUMBER | 23-00957 (U) |
| DEPARTMENT | Finance | OPENING DATE | 10/11/2023 |
| CLOSING DATE | Continuous | | |

General Statement of Duties

This position reports to the Treasurer's Office in the Finance Department.

This employee assists the Finance Director in managing the City's debt management program including analysis, policy, issuance of debt and municipal bond markets as well as departmental activities and provides support to the Director in all areas of the assigned division. The incumbent directs the work assignments and projects of employees within the division and assigns, reviews, and participates in the work of staff responsible for assigned division. The incumbent provides support to the City Treasurer, ensures work quality, adherence to established policies and procedures, and the more technical and complex tasks relative to the business license section and the admissions tax and transient occupancy tax . Perform related duties as required.

Minimum Qualifications (KSAs)

(Illustrative only. Any one position within this classification may not include all of the duties listed nor do the listed examples include all of the tasks which may be performed.)

Knowledge of:

Municipal financing techniques and requirements for short-term and long-term financing instruments.

Economic/Financial analysis and forecasting.

Appropriate city, state, and federal laws, regulations, and procedures.

Civil Service Rules and Human Resources Policies and Procedures.

Management principles regarding program evaluation, staffing requirements, tables of organization, and administrative analyses.

Principles of supervision, training, and performance evaluation.

Principles and procedures of research, data collection, budget and report preparation.

Modern and complex principles and practices of human resource management.

Methodologies for conducting the following analyses: present value, cost/benefit, and return-on-investment.

Pertinent federal, state, and local laws, codes, and regulations.

Structure of City government, City administration, and City services for the public.

Standard English grammar, usage and spelling; standard business correspondence formats.

Skill to:

Administer a debt program for a large city.
Interpret and provide authoritative information on rules and regulations relating to debt obligations.
Operate appropriate computer equipment; use properly all related hardware and software.
Operate assigned vehicle in the course of duty.
Establish performance targets and work priorities.

Ability to:

Demonstrate a proven record of achievement and strong demonstrations of teamwork that motivate and build high morale within a work program.
Implement and maintain positive employee relations.
Promote and maintain highest integrity throughout all personnel.
Analyze and manage effective EEO/AA programs.
Select, supervise, train, and evaluate subordinate staff.
Process information with a high degree of attention to detail.
Develop timelines for day-to-day activities that contain milestones and deadlines for critical activities and projects
Interpret and explain City policies and procedures.
Prepare clear and concise reports; present oral reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Work with all levels of City government on debt management issues which will include considerable explanation and discussion of debt issuance program.
Understand and monitor the City's investment portfolio.
Use a personal computer in performance of job duties.
Perform statistical analyses.
Plan complex work processes and procedures for self and others to follow.
Conduct meetings and hearings as appropriate.
Conduct interviews; conduct training programs; conduct negotiations as assigned.
Utilize a human resources information system
Utilize Microsoft Office Suite.

Required Education and Experience

Bachelors' Degree in Business Administration, Public Administration, Finance, Economics or a closely related field is required. A Master's degree in the aforementioned fields is strongly preferred. Five years of experience in business management; with a primary focus in working with a debt management program for a municipal and/or state government entity.

OTHER REQUIREMENTS

Must have a valid Driver's License.
Must be an excellent communicator and team builder.
Must be able to work irregular hours, irregular workweek and/or weekends.

MILITARY EDUCATION & EXPERIENCE EVALUATION

Military education and experience may be substituted for college level course work at the lower and upper division baccalaureate and graduate levels and apprenticeship training at the vocational certificate level on a case by case basis based on the American Council on Education (ACE) Military Guide recommendations.

Working and Physical Conditions

Environmental Conditions: Must be able to manage indoor and outdoor environments; exposure to office computer screens; exposure to extremes in weather conditions; work with machinery, around moving vehicles; work on slippery or uneven surfaces; exposure to dust, safely manage toxic chemicals and inclement weather conditions.

Physical Conditions: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

HR Contact: April Jones, april.jones@cincinnati-oh.gov

Agency

City of Cincinnati

Address

805 Central Avenue Suite 200

Cincinnati, Ohio, 45202

Phone

513-352-2400

Website

<http://agency.governmentjobs.com/cincinnati/default.cfm>

DIVISION MANAGER (DEBT MANAGEMENT) (UNCLASSIFIED) Supplemental Questionnaire

*QUESTION 1

By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the Human Resources staff and hiring department(s). Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. "See resume" is not an acceptable answer to the questions. The Human Resources staff will verify that you meet the minimum qualifications as outlined in the job posting, based on the information provided in your application and in these answers. Please indicate you have read and agree with this information.

Yes, I understand and agree

*QUESTION 2

Do you possess a bachelor's degree or master's degree from an accredited college or university in the following areas: Accounting, Finance, Business Administration, Economics, Public Administration, or a closely related field? (Transcripts Required)

Yes

No

*QUESTION 3

Did you attach a copy of your transcript to your application? (Transcript must be attached or application will be rejected.)

Yes

No

*QUESTION 4

I understand that failure to attach my current transcripts to this application will result in the rejection of my application.

Yes

No

*QUESTION 5

General Accounting Experience: Describe your experience utilizing the following knowledge: Knowledge of: •Generally accepted accounting principles and practices and auditing standards. •Principles and practices of financial record keeping and reporting. •Business systems for revenue forecasting, investments, debt service, taxation, inventory, etc. •Preparation and interpretation of basic financial statements. •Payroll accounting and time and labor billing. •Fixed assets and property management accounting.

***QUESTION 6**

Computer Experience: Describe in detail your computer experience including the operation of computers and use of associated software applications in performance of job duties.

***QUESTION 7**

Supervisory experience: Describe your experience as a supervisor. Include number of direct and indirect reports, years of experiences and examples of what makes you a good supervisor. (this would be in addition to the qualifying question of do they have three years of direct supervisory experience)

QUESTION 8

How many years of direct municipal bond issuance experience do you have?

- No experience
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 5 years or more

QUESTION 9

Please describe your experience managing municipal bond issuance.

QUESTION 10

Discuss your experience specific to debt management, debt issuance, and investment portfolios.

***QUESTION 11**

How many years of direct supervisory experience do you have?

- No experience
- Less than 1 year
- 1 to 2 years
- 3 years or more

QUESTION 12

Describe your experience working with all levels of City government on debt management issues.

***QUESTION 13**

I am responsible for maintaining the accuracy of my contact information, including my street address, email address, and telephone numbers. My failure to maintain accurate contact information may result in me not receiving information regarding this job announcement and/or may result in me not receiving further consideration for this employment opportunity. To update this information, visit www.governmentjobs.com, click on the "career seekers" link, and follow the

prompts. For technical difficulties, contact NEOGOV support at 855-524-5627. Please indicate you have read and agree with this information.

Yes, I understand and agree.

* Required Question