

# Portfolio Manager

**DESCRIPTION OF WORK:** Positions in this banded class manage the daily cash flow of funds from a pool of investments. Work involves determining the daily cash flow, investing surplus cash, evaluating dollar amounts needed to satisfy daily obligations of the asset, evaluating current positions in the portfolio versus alternatives in the market, preparing and evaluating portfolio reports, and constant monitoring of the markets for trends and developments. Positions may also oversee the development and creation of in-house fixed income reports on both current and prospective holdings.

## **EXAMPLES OF COMPETENCIES: CONTRIBUTING**

**Knowledge-Professional/Industry:** Knowledge of current principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, or financial/credit analysis.

**Portfolio/Program Management:** Ability to monitor existing portfolio for performance and compliance with guidelines and policies. Ability to conduct research on new approaches and/or potential managers. Ability to assist with asset allocation studies, preparation of reports, and presentations.

**Statistical Analysis and Reporting:** Ability to analyze current portfolios for performance, including performing monthly reconciliation, cash flow analysis and monitoring, fee analysis and asset allocation for existing portfolios. Ability to provide reports as required.

## **JOURNEY**

**Knowledge-Professional/Industry:** Considerable knowledge of principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, or financial analysis. Ability to identify investment priorities and implement strategies to achieve assigned performance objectives.

**Portfolio/Program Management:** Ability to utilize available data to ensure the portfolio is meeting compliance and performance benchmarks. Ability to measure portfolio against benchmarks. Skill in predicting potential portfolio problems. Ability to maintain a list of potential investment options/investment strategies in advance of the need. Ability to monitor and evaluate performance to identify problems. Ability to make appropriate and timely recommendations to ensure decision and implementation steps are taken.

**Statistical Analysis and Reporting:** Ability to analyze current and potential portfolios. Skill in measuring and evaluating portfolio performance. Ability to monitor progress against target and provide reports as required. Ability to analyze portfolios to make projections on future performance (i.e., whether portfolios will or will not meet benchmarks). Ability to analyze potential portfolios for potential growth.

## **ADVANCED**

**Knowledge-Professional/Industry:** Extensive knowledge of the principles and practices of the investment marketplace pertaining to portfolio management, trading, accounting, commercial banking operations and analysis of financial data, and

**Decision-Making:** Ability to identify and recognize problems with portfolio performance based upon established precedents. Ability to recommend action on specific performance measures supported by facts.

**Communication:** Ability to maintain frequent contact with investment staff to ensure appropriate accounting for the investments. Ability to verbally convey issues on portfolio performance in a clear, concise, and organized manner. Ability to convey information internal to the organization on results/performance. Ability to draft and compose reports, letters, and memos. Ability to prepare presentations.

**Decision-Making:** Develops and executes specific investment strategies. Recommends investment opportunities within established guidelines.

**Negotiation:** Ability to assist with the negotiation process to ensure the most cost effective and beneficial terms for the portfolio.

**Communication:** Ability to encourage and institutionalize knowledge-sharing information on portfolio progress and performance. Ability to actively interact with money managers to solicit feedback and gauge progress. Ability to convey moderately complex investment, financial and economic data in a clear, concise and organized manner to ensure the most cost effective and beneficial terms for the portfolio. Ability to assist with contract negotiations.

**Supervision/Human Resources:** Ability to recommend and/or make selection decision. May require the ability to develop and implement work plans and conduct performance reviews. Ability to participate in the disciplinary and grievance processes, as needed. Ability to ensure employees have access to tools and information for career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training.

**Decision-Making:** Ability to execute approved actions. Ability to make recommendations that impact multiple portfolio/asset classes.

**Negotiation:** Ability to participate in initial phase of all contract negotiations for investment

operations. Ability to interpret financial and economic data to integrate this knowledge into the portfolio management process, develop investment strategies, and establish benchmarks.

**Portfolio/Program Management:** Ability to assume responsibility for strategic relationships. Ability to participate in asset allocation rebalancing decisions. Ability to provide input and research on upgrades to analysis and reporting options. Ability to interpret analysis and pertinent data to set portfolio parameters, including investment guidelines. Ability to recommend and execute approved course of action.

**Statistical Analysis and Reporting:** Ability to interpret analysis and report results to investment director. Ability to participate in asset allocation rebalancing decisions. Ability to provide input and research on upgrades to analysis and reporting options.

management/services or supporting products. Ability to assist with the effective resolution of all contract negotiations.

**Communication:** Ability to serve as senior relationship manager and primary contact with external money managers. Ability to convey complex financial, economic, and market issues in a clear, concise, and organized manner.

**Supervision/Human Resources:** Oversees unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures. Oversees unit/organization supervisors to ensure compliance with performance management policies and procedures. Recommends resolution of disciplinary and grievance issues. Reviews and authorizes training opportunities for unit/organization. Leads employee growth and development initiatives.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree with 12 credit hours of accounting, business, economics, finance, investment, statistics or related coursework, and three years of experience in public or corporate funds management, investment or a related field; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.