



**STATE OF OKLAHOMA
OFFICE OF THE STATE TREASURER**

POSITION ANNOUNCEMENT

Posting Date: February 14, 2013

Applications, cover letters and résumés will be accepted until filled by the HR Manager, by email at jobs@treasurer.ok.gov, by mail at 2300 N. Lincoln, Room 217, Oklahoma City, Oklahoma 73105 or by fax at (405) 521-4993. Download an application at www.ok.gov/treasurer.

Chief Investment Officer

Tentative Examination Weights: Education and Experience

Monthly Salary Range: \$6,666.67 - \$9,166.67

Annual Salary Range: \$80,000.04 - \$110,000.04

Duties and Responsibilities:

knowledge of the securities industry, securities trading procedures, economic analysis, use of computer software related to financial matters, and ability to communicate effectively in writing and orally on these issues; preparation of reports and schedules showing economic statistics, financial holdings and diagrams, and interpreting such data; able to perform analyses of securities, to analyze and recommend how to position internally managed portfolios in terms of security maturity or duration, credit quality, and liquidity; able to identify market opportunities in order to maximize yield for the internally managed portfolios, in compliance with the Investment Policy.

Minimum Requirements:

undergraduate degree in business or a related field, investment experience and a professional designation or certification such as a Series 7, Series 63, CTP, CFA, CFP or CPA. Preference will be given to experience in the securities industry as a government or private sector portfolio manager, or as a broker, analyst or back office support supervisor, and a post-graduate degree in economics, finance, accounting or other financially related degree.

The Office of the State Treasurer is an Equal Opportunity employer.

www.ok.gov/treasurer

CHIEF INVESTMENT OFFICER

BASIC PURPOSE AND SCOPE OF RESPONSIBILITY:

The Chief Investment Officer (CIO) reports directly to the State Treasurer and exercises responsibility for the management of public funds entrusted to the State Treasurer according to state statutes and the State Treasurer's Investment Policy. The CIO works in conjunction with the State Treasurer's Investment Advisory Committee to develop a comprehensive strategic program for the investment and monitoring of these funds so as to make them as productive as possible in meeting the needs of the State and its political subdivisions. In addition, in coordination with the executive management team, the CIO participates in agency-wide planning, budgets, legislative efforts and general business strategy.

The CIO is responsible for all internally managed portfolios including the daily investment activities. The State Treasurer is Chair of the Board of Investors of the Oklahoma Tobacco Settlement Endowment Trust Fund (TSET). The CIO assists the Board with the oversight of investment managers and consultants, assessing their strategies and performance, periodically working with consultants to select new managers and occasionally leading efforts to select new consultants. The CIO works closely with TSET's consultants, custodial bank personnel and other service providers to facilitate the investment process. The CIO must conduct these responsibilities in accordance with the highest professional and ethical standards. The CIO must also stay abreast of industry trends, provide insight and make recommendations to the State Treasurer, the State Treasurer's Investment Advisory Committee and the TSET Board of Investors with regard to new strategies, concepts, applications and investment education opportunities. The CIO serves as the State Treasurer's liaison on investment matters to the State and its political subdivisions.

TYPICAL FUNCTIONS:

- The CIO develops portfolio strategy, directs the investments of cash balances daily in overnight investment products and the purchase or sale of securities as needed to implement portfolio strategy in compliance with established policies and procedures to meet the needs of the State. The CIO may serve as a broker and/or advisor to other State agencies or political subdivisions, and manages front-end relationships with Authorized Dealers and Financial Institutions as described in the Investment Policy.
- The CIO analyzes data, prepares projections and estimates and prepares or reviews reports to comply with established requirements and to provide information to the State Treasurer and others in support of evaluating performance and policy or portfolio changes.
- The CIO collaborates with others to resolve problems and to design and implement new programs and systems or to improve existing ones.
- Develops and delivers presentations to the State Treasurer and various other public officials and boards regarding investments, financial markets and economic conditions. The CIO may also be expected to periodically give speeches to associations or industry groups and provide support to the Treasurer for speeches the Treasurer delivers.

- The CIO will be asked to provide internal policy analysis, write policy statements, serve as an internal and legislative resource on investment-related matters, provide timely response to audit-related inquiries and maintain investment policies, procedures and files.

LEVEL DESCRIPTORS:

- **One Level** **Code: 6398** **Salary range: \$80,000.04 - \$110,000.04**

Knowledge and Skills: Candidates should have knowledge of the securities industry, securities trading procedures, economic analysis, use of computer software related to financial matters, and possess the ability to communicate effectively in writing and orally on these issues. Additionally, candidates should be skilled in the preparation of reports and schedules showing economic statistics, financial holdings and diagrams, and interpreting such data.

Candidates should be able to perform analyses of securities, to analyze and recommend how to position internally managed portfolios in terms of security maturity or duration, credit quality, and liquidity. Candidates should also be able to identify market opportunities in order to maximize yield for the internally managed portfolios, in compliance with the Investment Policy.

Education and Experience: Minimum qualifications include an undergraduate degree in business or a related field, investment experience and a professional designation or certification such as a Series 7, Series 63, CTP, CFA, CFP or CPA.

Preference will be given to experience in the securities industry as a government or private sector portfolio manager, or as a broker, analyst or back office support supervisor, and a post-graduate degree in economics, finance, accounting or other financially related degree.