

Opening Date: October 19, 2016
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 17-12
Monthly Salary: \$8,750
Group/Class: B26/1604
Travel %: 15%
Division/Department: Finance/DPM
Number of Positions: 1

JOB VACANCY NOTICE

DPM Manager (Manager V)

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701, via facsimile (512) 463-7644, via email
HR@twdb.texas.gov or via Work in Texas (www.workintexas.com).
Refer to Human Resources (512) 475-2142. Equal Opportunity
Employer*

Veteran's Preference

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 13A-Field Artillery, General, 01-General Command and Staff, 16GX- Air Force Operations Staff Officer or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf .

Job Description Summary

Directs and coordinates activities related to the issuance of revenue and general obligation bond debt, cash flow analysis and reporting to all Board financial assistance programs. Directs and performs complex research and analysis work. Oversees the management of over \$3.0B in state debt instruments. Serves as team lead on special transaction requests from portfolio participants in order to further financing goals of local governments. Participates in multi-disciplinary cross-agency teams including internal and external members to develop and implement program improvements to enhance customer service and maximize portfolio performance for the state. Reports to the Chief Financial Officer while working under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions

- Manages all aspects of debt portfolio reporting and analysis.
- Oversees the issuance of debt service instructions.
- Oversees the completion of quarterly cash flows.
- Calculates program capacity.
- Ensures debt activity follows best practices and is consistent with federal and state guidance.
- Maintains the integrity of debt records.
- Coordinates activities to ensure effective management of programs and use of resources.
- Ensures arbitrage analysis is completed timely and accurately.
- Monitors and reviews legislative actions relating to financing activities to ensure compliance.
- Ensures compliance with State Comptroller guidance.
- Provides guidance to staff regarding policies, procedures, assignments, and automated systems.
- Sets goals, objectives, priorities and timelines for each of the functional units.
- Analyzes processes, systems, procedures, and functions, recommending changes as needed.
- Performs related work as assigned.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002
Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

Minimum Qualifications

- Graduation from an accredited high school or equivalent.
- Ten (10) years of experience with the issuance municipal debt.
- Five (5) years of experience in a leadership role including team lead, manager, or director.
- Previous experience in finance, business administration or economics.
- Previous experience in working with the rating agencies.
- Previous experience in working with finance professionals such as underwriters and financial advisors.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Graduation from a four-year college or university with major course work in finance, business administration, economics, or a related field.
- Previous experience with managing or issuing State of Texas municipal debt.

Knowledge, Skills, and Abilities

- Knowledge of debt issuance process.
- Knowledge of due diligence process.
- Knowledge of market operations.
- Knowledge of state and federal guidance regarding municipal debt.
- Knowledge of best practices related to the issuance and management of debt.
- Knowledge of arbitrage rules.
- Knowledge of disclosure requirements.
- Knowledge of internal controls
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to assign and/or supervise the work of others.
- Ability to interpret policies, procedures, and regulations.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to work with others in a team environment.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to research complicated subject matter.
- Ability to make informed decisions.
- Ability to document decisions.
- Ability to work attend work regularly.
- Ability to work weekends and holidays

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.