



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

CLASSIFICATION TITLE: INVESTMENT ANALYST

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of this position is to assist with the management of the Finance division's investment functions. Employees in this classification examine investment securities to determine compliance with the requirements of the investment policy, the direction of management, and the asset allocation of the portfolio. This position provides assistance as directed by management and performs special projects as assigned. This position is responsible for supervising staff in the absence of management or as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions outlined here is representative of the tasks performed in this position. The omission of an essential function does not prevent the Portfolio Manager from assigning additional duties not listed.

Provides periodic updates on financial markets and economic indicators to assist in the proper investment of County funds

Assists Portfolio Manager with the development of short- and long-term strategic investment planning

Contacts brokers for investment bids and/or offers; executes trades for the purchase and/or sale of securities

Maintains broker relationships; monitors broker investment recommendations and financial market forecasts

Evaluates short-term cash levels to ensure liquidity needs are met based on cash flow projections

Assists in recording of investment activity; provides approval for documents and assistance as necessary

Assists in narrative description of portfolio rebalancing and purchase/sales transactions

Formally documents all trading activity; provides information to the Investment Compliance Officer in accordance with internal policies and procedures

Assists internal and external auditors in obtaining information; responds to questions as needed

Conducts and coordinates completion of various special projects as directed, including delegating assignments to staff

Supervises staff in the absence of Manager or as directed

INVESTMENT ANALYST

Screens and assists management with the selection/renewal of new and existing brokerage firms; performs financial and background research on prospective firms

Resolves various issues within scope of authority, i.e., trade settlements

Analyzes investment securities and monitors money market funds to ensure that safety, liquidity, and earnings expectations continue to be met

Performs annual comprehensive review of competitiveness concerning money market holdings as compared to the industry

Maintains current knowledge of trends and developments in investment and cash management; reads professional literature; attends meetings as appropriate

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Accounting, Finance or related field, supplemented by three (3) years of recent and relevant experience in professional investment banking, preferably in an environment that processes significantly large dollar amounts (\$10,000,000 or more); or an equivalent combination of education, training and experience.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

INVESTMENT ANALYST

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature Date

Printed Name Department