

## CITY OF HAMILTON

### CORPORATE SERVICES DEPARTMENT

(BUDGETS & FINANCE DIVISION – INVESTMENTS - LOCATION – 77 JAMES ST. N., SUITE 400)

### SENIOR INVESTMENT FUND MANAGER

#### SUMMARY OF DUTIES

Reporting to the Chief Investments Officer manages investment portfolios and develops, implements and manages internal fixed income investments. Implements the City's Investment Policy and provides input into the operation of the Investment Division by assessing the City's cash requirements, conducting investment research, managing investment portfolios, maintaining investment performance data and preparing Council reports quarterly and annually.

#### GENERAL DUTIES

Develop, implement and manage internal fixed income investments to maximize returns to the City and safeguard capital.

Assist in development and implementation of the City's investment policies for all investments, cash management, banking operations and debt issuance.

Manage (within policy guidelines) investment portfolios by managing the fixed income assets to equal or exceed the benchmark.

Analyze cash management, banking and investment issues by providing pro-active management input to ensure Division is generating revenue through the management of City Funds.

Develop comprehensive reports and policy papers (quarterly, annually and as required) by maintaining and analyzing investment performance data.

Prepare and present detailed, comprehensive reports and committee submissions on policy and investment options.

Participate in labour relation negotiations on pension costing and pension issues.

Participate in maintaining relations with City rating agencies DBRS and S&P.

Assist with custodial, banking and securities lending operation to safeguard capital and increase revenues.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Receive and answer enquiries from staff and elected officials.

Review trading volumes, market and editorial commentaries for financial information.

Input and retrieve investment data.

Assist senior management with research and special assignments to improve the return on investment and maintain capital.

Perform other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Strong working knowledge of fundamentals or principals of financial management as it relates to cash and marketable securities, short term and long term (debenture) financing normally acquired through the completion of a Chartered Financial Analyst designation.
2. Chartered Financial Analyst enrolment required.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
4. Demonstrated experience in the successful management of investments such as cash, marketable securities and short and long term debenture financing.
5. Highly effective leadership, facilitation, communication and presentation, interpersonal and organizational skills.
6. Demonstrated ability to deal effectively with fund managers, management, peers and staff.
7. Previous progressive experience in short and long term funds investment.
8. Practical transaction and valuation experience with various derivative instruments including futures, swaps, and options.
9. Superior financial analytical skills, including expertise in accounting, mathematics and statistics.
10. Exceptional communication skills and the desire to contribute within a team environment.
11. Excellent knowledge of computer software applications emphasizing investment analysis and research.
12. Knowledge of computerized financial systems.
13. A post secondary education would be an asset.