



*The City of Barrie is committed to providing excellence in municipal services for the 140,000+ citizens of this vibrant and prosperous community, one of the fastest growing and most beautiful lakefront cities in Ontario.*

## **NOTICE OF VACANCY**

### **SUPERVISOR OF INVESTMENT AND DEBT MANAGEMENT** *Finance Department*

**Position Overview:** Under the general guidance and direction of the Deputy Treasurer, the Supervisor of Investment and Debt Management position is responsible for managing the City of Barrie's investment and debt management operations. Specifically, this position is responsible for directing, overseeing and supervising the development of cash flow forecasts regarding all City funds; managing the City's debt portfolio through the issuance of debentures; developing and recommending investment strategies; and overseeing and supervising the City's investment portfolios. Additionally, this position oversees Section activities to ensure adherence to municipal policies, procedures and by-laws and compliance with provincial and federal legislation, regulations and standards; and develops, updates and maintains investment and debt management policies and procedures. Lastly, this position monitors and researches economic and market trends and provides technical and functional advice regarding capital market activities. Overall, this position plays an integral role in establishing and maintaining the foundation for effectively managing the City's investments and debts.

#### **Key Qualifications:**

##### **Education (degree/diploma/certifications)**

- Chartered Financial Analyst (CFA) Designation from the CFA Institute  
OR  
Four (4) year University Degree in Finance, Economics, Business or related discipline; and  
Master's Degree in Economics or Business Administration; and  
Canadian Securities Course (CSC) from the Canadian Securities Institute (CSI)

##### **Experience**

- Five (5) years of experience performing duties related to the above mentioned major responsibilities, including leadership/supervisory experience
- Demonstrated experience writing analytical reports/studies

##### **Knowledge/Skill/Ability**

- General knowledge of municipal and provincial statutes and regulations pertaining to investments and governance issues
- Working knowledge of financial and economic principles and practices and the workings of capital markets, including the Canadian Securities and Bond markets
- Thorough knowledge of investment markets and changing investment conditions and the impact of short and long-term cash flow needs
- Demonstrated ability to:
  - align section programs/services with branch, department and corporate goals, objectives and initiatives;
  - build cohesive and motivated teams;
  - develop, promote and maintain effective relationships with internal and external stakeholders;
  - effectively allocate budgets, time and human resources to support the achievement of section, branch, department and/or corporate goals and objectives;
  - exercise discretion and judgment when handling confidential, sensitive, and/or controversial information;
  - identify complex problems, develop and evaluate options, and implement solutions utilizing reason, judgment and prescribed resources;
  - interpret and analyze data, identify challenges or opportunities, and make recommendations;
  - interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment;
  - interpret and explain complex debt management and investment related legislation;
  - lead and inspire innovation and the adoption of best practices;
  - lead staff in achieving objectives and encourages others to work in manner that will meet or exceed the desired objectives or results;
  - lead, coach, mentor and support staff;
  - maintain a high standard of public relations at all times;
  - monitor short-term goals of the section and adapt processes to ensure long-term branch, department and/or corporate goals and objectives are achieved
  - perform in a manner which is consistent with corporate goals, vision, mission, and values;
  - present recommendations and make presentations to various stakeholders;
  - promote a culture of learning and improve organizational competence by creating learning opportunities for staff;
  - select and apply suitable mathematical methods or formulas to conduct statistical analysis to develop conclusions and/or solve problems;
  - set priorities, meet deadlines and manage work demands;
  - think and act strategically in a political and community service environment
- Intermediate negotiation, customer service, communication, and teamwork skills
- Intermediate initiative/self-management and project management skills
- Advanced research, analytical and mathematical skills
- Intermediate computer literacy utilizing Microsoft Office Suite software (Access, Excel, Outlook, PowerPoint, Word)
- Availability to accommodate deadlines and/or peak period workloads that may extend beyond designated normal workday hours and/or normal hours per week

For full details regarding this position, please visit our website at [www.barrie.ca/JobOpps](http://www.barrie.ca/JobOpps)

The 2016 range is \$82,369 to \$100,125 per year (\$45.26/hr to \$55.01/hr), 35 hours per week.

**Please submit your resume electronically by quoting file #E-16-15 Supervisor of Investment and Debt Management (MS Word format only; quote file number in subject line), by Monday, June 13, 2016 to:** E-mail [hire.me@barrie.ca](mailto:hire.me@barrie.ca) Human Resources Department, City of Barrie, P.O. Box 400, Barrie, Ontario, L4M 4T5.