

Job Class Code: 1452	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to analyze and manage the City's long-term and short-term debt. The class is responsible for reviewing and analyzing debt programs, planning and coordinating all financing, administering related activities, and advising professional staff on debt issues. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
	<ul style="list-style-type: none"> • Reviews and analyzes cash flows, public and private partnerships, and other related debt information to ensure management and conformance to guidelines, rules, and regulations. • Plans and coordinates all financing commitments for the City. • Executes, administers, plans, and maintains debt policies, bond sales, and related activities. • Advises professional staff on debt issues. • Maintains industry knowledge for the latest trends, online sales, and other debt information. • Prepares economic reports and models for debt analysis, projections, and presentations. • Authorizes sets up, and maintains payment plans for debt services. • Supervises and evaluates subordinate staff. • Performs related tasks as necessary such as assisting with the development of new methods of debt analysis. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to economics, law, or other complex disciplines; writes extremely complex papers and reports; speaks to high level economic, legal, or other professional groups.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in accounting or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	None required. CPA desired.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020