



CITY OF NORFOLK
 Department of Human Resources

**INVITES APPLICATIONS FOR THE POSITION OF:
 Debt Management Specialist II**

An Equal Opportunity Employer

SALARY
 \$27.89 - \$45.60 Hourly \$2,230.92 - \$3,647.62 Biweekly \$58,004.00 - \$94,838.00
 Annually

OPENING DATE: 05/11/21

CLOSING DATE: Continuous

DESCRIPTION:

The City of Norfolk's Department of Finance is seeking a Debt Management Specialist II. Under direction of the Debt Manager, the Debt Management Specialist II will be responsible for the administration, and analysis of the City's long-term and short-term debt with limited oversight, which includes reviewing and analyzing debt programs, assisting in the coordination of financings and administering related activities, including post issuance compliance of the City's continuing disclosure obligations, debt service payments and legal requirements.

Departmental Hiring Salary Range: \$58,004 to \$70,000

ESSENTIAL FUNCTIONS

Essential functions include but are not limited to:

- Assists in the execution of all City financing, such as bonds, bank loans, lines of credit, etc.; by reviewing and analyzing financial documentation, analyzing cash flows to determine timing and bond issuance amount, production of the preliminary and official statements, review of Master/Supplemental Indenture, production of rating agency presentations, and coordination of related tour, scheduling of public hearing and review of all legal documents.
- Prepares the debt service payments and the development of draft official disclosures for primary and secondary bond markets
- Reviews draft legal documents and makes recommendations to management; monitors ongoing compliance and administers the City's debt portfolio, which includes accurately reporting, budget and paying the City's debt service and monitoring the City's portfolio for potential refunding opportunities
- Ensures the accuracy of financial modeling and reviews financial analysis to analyze the financial viability of various projects relative to incurring additional debt or diverting operating funds.
- Works with other City departments to develop and update capital project cashflows and each years Capital Improvement Program.
- Prepares analysis and/or written communications; participates in discussions regarding financial policy, strategy, and stewardship and assists in planning the City's long-range debt strategy to maintain the financial integrity and credit rating of the City.

- Monitors the bond arbitrage compliance to ensure the expenditure schedule requirements are met while maximizing interest earned.
- Schedules and coordinates meetings with various agencies and personnel by coordinating participants and materials, providing the agenda and strategy for projects, providing feedback, and monitoring the completion of goals and objectives.
- Assists in the identification and implementation of innovative options for various financings.
- Conducts a variety of research and other assigned projects by compiling and reviewing internal and external organizational information, preparing position and issue papers; and recommending changes for management consideration; analyzes problem areas in service delivery and formulates recommendations for improvements; serves as a staff resource.
- Participates in budget process by compiling and providing cost information to management and other staff; and analyzing information for management reports; ensures that costs are accurately reflected by reconciliation and maintenance of various tracking systems and reviews the long-term financial plan of the City's enterprise to ensure compliance with their financial policies.
- Prepares communication materials, for review by management, regarding debt portfolio and other debt-related topics, including the monthly Debt Flash Report, monthly Bond Proceeds Report, annual Debt Report, annual Debt Audit Workpapers.
- Prepares responses to inquiries from media, investors, and the general public.
- Monitors the bond arbitrage compliance to ensure the expenditure schedule requirements are met while maximizing interest earned.
- Monitors compliance with IRS and SEC regulatory requirements and reporting standards, as well as the administration of continuing disclosure program to ensure compliance with all covenanted disclosure requirements for outstanding debt.
- Performs related duties as assigned.

EDUCATION/EXPERIENCE

Work requires broad knowledge of accounting, budgeting, business administration, advanced statistics, finance, or related field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent.

Three years of financial/economic analysis or forecasting or municipal debt management experience or an equivalent combination of education and experience.

ADDITIONAL INFORMATION & REQUIREMENTS

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

OR <https://www.governmentjobs.com/careers/norfolk>

Job #09348
DEBT MANAGEMENT SPECIALIST II
NB

Debt Management Specialist II Supplemental Questionnaire

- * 1. The following Supplemental Questions are specific to the position for which you have applied to assist the hiring manager in screening applications for specific experience being sought. Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Please note that if you are

invited to be interviewed by the department, your responses to the following questions may be subject to verification.

I understand and will answer the following supplemental questions completely and thoroughly.

- * 2. Please select the highest level of education you have completed.
 - Less than High School Diploma or equivalent
 - High School Diploma or equivalent
 - Some College
 - Vocational/Technical Degree
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
- * 3. Do you possess a Bachelor's or Master's degree in Finance, Accounting or a related field?
 - Yes
 - No
- * 4. How many years of financial analysis experience do you have?
 - Less than one (1) year of experience
 - 1 to 3 years of experience
 - 3 to 5 years of experience
 - Five (5) or more years of experience
 - I do not have this experience
- * 5. How many years of municipal debt management experience do you have?
 - Less than one (1) year of experience
 - 1 to 3 years of experience
 - 3 to 5 years of experience
 - Five (5) or more years of experience
 - I do not have this experience
- * 6. Please rate your level of proficiency with Microsoft Excel. (Applicants may be subject to a skills assessment.)
 - Not proficient
 - Beginner
 - Intermediate
 - Advanced
- * 7. Do you have any professional certifications?
 - Yes
 - No
- * 8. If yes, please list the certification. If no, please type "N/A."
- * 9. Have you worked in local government?
 - Yes
 - No
- * 10. If yes, for how many years? If no, please type "N/A."
- * 11. Are you willing and able to work both remotely and onsite in an office environment depending on condition and at management's discretion?
 - Yes No
- * 12. Are you willing and able to work additional hours if and when required?

Yes No

* 13. Are you a current or previous City of Norfolk employee?

- Yes - I am a current City of Norfolk Employee
- Yes - I am a previous City of Norfolk Employee
- No - I am not a previous or current City of Norfolk employee

* 14. Please provide an explanation of any periods of unemployment that are 30 days or longer. Indicate N/A if you have not experienced any periods of unemployment.

* 15. Please indicate your veteran status. (A copy of your long form DD-214 may be required)

- I am not a Veteran
- I am a Veteran
- I am a Disabled Veteran

* Required Question