

PORTFOLIO MANAGER SENIOR

KIND OF WORK

Managerial investment portfolio management work in the State Board of Investment.

NATURE AND PURPOSE

Employee in this class will be responsible for directing an area of operations within the State Board of Investment (e.g., equity research, short-term portfolio, bond portfolio). Individual in this class may exercise portfolio decision making authority (including authorizing buying and selling of securities) under general guidelines established by the portfolio committee, or independently when circumstances dictate action must be taken immediately. Individual in this class may progress to the classes of manager, equity investments or manager, fixed income investments.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Analyze assigned investment categories and make specific recommendations to the portfolio committee.

Participate as a member of the relevant decision making committee.

Maintain awareness of legal and investment guidelines under which the various funds are invested.

Provide input to the Advisory Council as requested.

Initiate and prepare reports on area covered.

Attend appropriate industry, portfolio, economic, legal and investment seminars, conferences and functions.

Exercise portfolio decision making authority when necessary.

Maintain adequate staff within area of operation.

Secure sources of current investment information.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Training in the basic principles and practices of investment management.

Working knowledge of several industry groups and security groups.

Expert knowledge in a particular area of portfolio management.

Ability to:

Ability to communicate clearly and concisely in both written and oral presentations.

Ability to read and comprehend extensive published research material concerning such highly technical disciplines as economics, quantitative modeling techniques, financial analysis and portfolio management.

Ability to supervise.

Ability to apply portfolio management techniques.

Est.: 11/92
Ckd.:

T.C.:
Former Title(s):