

**Dan Schwartz**  
State Treasurer



STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

**UNCLASSIFIED POSITION ANNOUNCEMENT**  
**Deputy Treasurer for Investments**  
**State Treasurer's Office**

**SPECIAL NOTIFICATION**

This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by and the incumbent shall serve at the pleasure of the Nevada State Treasurer.

**DUTY STATION**

Carson City, State Capitol Building

**POSITION SUMMARY**

The Deputy Treasurer for Investments is responsible for the oversight of the internal investments of the State's operating portion (short-term fixed income securities) of the General Portfolio, and the State's Permanent School Fund, the combined assets of which are approximately \$1.5 billion. The position manages outside investment managers for the State's General Portfolio – Core and the Local Government Investment Pool. The position is also responsible for creating and updating, as necessary, investment policies and procedures, audit reports and responses, requests for professional services and other solicitations, and for the creation of various investment reports.

**QUALIFICATIONS**

The successful candidate must possess a Bachelor's Degree with a Master's in Business Administration preferred; have institutional fixed income investment experience, including investments in U.S. Treasury and agency bonds, money market securities, corporate notes, and similar instruments; have experience using Bloomberg terminals; have the ability to interpret and apply state and federal laws, regulations, rules, and policies; possess the ability to manage, prepare, and present oral and written recommendations and plans; and/or a combination of additional education, training, or experience which demonstrates general familiarity with investment trading. In addition, the ability to manage multiple priorities, provide leadership to staff, and analyze economic trends and to implement changes to the portfolios. Incumbent would be part of the management team of the Office of the State Treasurer.

**SALARY**

Salary is approximately \$100,000 and will be based on experience. A comprehensive benefit package is offered by the State of Nevada (<http://dop.nv.gov/fsbenes.html>).

**CARSON CITY OFFICE**

State Treasurer  
101 N. Carson Street, Suite 4  
Carson City, Nevada 89701-4786  
(775) 684-5600 Telephone  
(775) 684-5623 Fax

**STATE TREASURER PROGRAMS**

Millennium Scholarship Program  
Nevada Prepaid Tuition Program  
Unclaimed Property  
Upromise College Fund 529 Plan

**LAS VEGAS OFFICE**

555 E. Washington Avenue, Suite 4600  
Las Vegas, Nevada 89101-1074  
(702) 486-2025 Telephone  
(702) 486-3246 Fax

**TO APPLY**

Resumes will be accepted through February 5th, 2016 qualified applicants will be interviewed on a first come, first served basis. Hiring may occur before the February 5th, 2016 deadline for submission of a resume. Please submit a resume to:

Office of the State Treasurer  
Chief Deputy Treasurer Tara Hagan  
101 N. Carson Street, Suite 4  
Carson City, NV 89701  
Phone (775) 684-5753  
[trhagan@nevadatreasurer.gov](mailto:trhagan@nevadatreasurer.gov)

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website. The State of Nevada is an Equal Opportunity Employer. Employee reference checks will be conducted, which may include a review of documentation related to job performance.