



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED JOB ANNOUNCEMENT

Deputy Treasurer/Debt Management

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Treasurer.

AGENCY RESPONSIBILITIES:

The Nevada State Treasurer's Office ("Office") was created in 1864 by the Constitution of the State of Nevada. Pursuant to the Constitution and Nevada Revised Statutes, the Office performs several critical functions on behalf of Nevadans and State and local governments, including:

- **Cash Management:** management of the State's banking relationships, reconciling bank transactions with State accounting records, managing the State's electronic payments and administering the State's check distribution program.
- **Investment:** investment of all public money, and the accounting of the General Portfolio, Local Government Investment Pool, and the Permanent School Fund.
- **Debt Management:** issuance of debt obligations authorized on behalf of and in the name of the State (with limited exceptions), as well as the organization and facilitation of statewide pooled financing programs.
- **Unclaimed Property:** collection, receipt and safeguarding abandoned property due to Nevadans. The Division also processes and approves claims made by Nevadans for the return of their property.
- **College Savings:** administer five 529 College Savings plans, Nevada Prepaid Tuition Program, Nevada College Kick Start Program, and Governor Guinn Millennium and Memorial Scholarship Program, along with financial literacy initiatives geared towards helping Nevadans plan, save and pay for higher education.

The Office is led by Treasurer Zach Conine who was elected in 2018 to serve a four-year term, with support from Chief Deputy Tara Hagan who has served in the Office since 2012 and in State government since 2008. The Office has approximately 45 team members working in its Carson City and Las Vegas public offices.

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

Guinn Millennium Scholarship Program
Nevada Prepaid Tuition Program
Nevada College Savings Plans
Nevada College Kick Start Program
Unclaimed Property

LAS VEGAS OFFICE

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

POSITION DESCRIPTION:

The Debt Management Deputy Treasurer reports directly to the Chief Deputy Treasurer and is responsible for the management of the State's \$2.7 billion Debt Portfolio. This position makes recommendations for the State Debt Portfolio regarding strategic priorities, structures and refundings within the parameters of the affordability analysis and the projected tax collection.

POSITION RESPONSIBILITIES:

- Serve as the liaison responsible for the issuance of any obligation on behalf and in the name of the State (with limited exceptions), this includes coordination of the necessary parties, preparation of Preliminary Official Statements and Official Statements, and coordination and facilitation of the receipt and disbursement of bond proceeds.
- Serve as the primary representative of the State in matters concerning any nationally recognized bond credit rating agency, including rating agency presentations and the management of the ongoing relationships.
- Position will manage all aspects of investor relations, including the coordination and preparation of investor presentations, and investor outreach as applicable regarding securities issuance and State reports.
- Manage various relationships critical to State bond issuance and management, including financial institutions, bond counsel(s), municipal advisors, municipalities, elected officials, Nevada System of Higher Education officials, executive and legislative fiscal staff, and other State agencies.
- Represent the State Treasurer and the Office in testimony and presentation to various executive boards (State Board of Finance, State Board of Examiners, State Board of Transportation, etc.), legislative committees (Interim Finance Committee, Money Committees, etc.), and State bond issuance presentations.
- Manage and oversee the Permanent School Fund Guarantee Program, Municipal Bond Bank, Nevada Real Property Corporation, Clean Water State Revolving Fund, Drinking Water State Revolving Fund, and various aspects of post-issuance regulatory compliance and disclosure.
- Direct supervision of two program staff who manage the day to day operational aspects of the various Debt management programs, including but not limited to paying agents, trust agents, escrow agents, State agencies, municipalities, incoming and outgoing debt service, custodial accounts, etc.

MINIMUM QUALIFICATIONS:

- Five or more years management or leadership experience
- Two or more years working in public or nonprofit sectors.
- A bachelor's degree or greater.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Project management experience to oversee multiple, simultaneous projects and programs, establish priorities, develop a course of action, implement/execute, analyze and evaluate results.

- Comprehensive understanding of Nevada government, legislative process, administrative rulemaking, and budgeting.
- Extensive experience and a high-level of professionalism in public speaking, written communication, and interactive listening.

APPROXIMATE ANNUAL SALARY:

Up to \$110,211.00. Salary reflects (PERS) retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS:

The State of Nevada provides excellent benefits to employees that includes: a defined benefit retirement plan with vesting rights after five years of service; paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available. Also, Nevada has no personal income tax.

POSITION LOCATION/TRAVEL:

The position will be based in Carson City, Nevada. Periodic in-state and out-of-state travel is required.

INTERESTED APPLICANTS/HIRING:

Resumes will be accepted until the position is filled. Resumes will be reviewed upon receipt. Hiring may occur at any time during the recruitment process.

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:

Tara Hagan
Chief Deputy
Nevada State Treasurer's Office
101 N. Carson Street, Suite 4
Carson City, NV 89701
trhagan@nevadatreasurer.gov

In the subject line of the email, please include: "Last Name/Debt Deputy"

The State of Nevada is an Equal Opportunity Employer.