

Zach Conine
State Treasurer



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED JOB ANNOUNCEMENT

Deputy Treasurer/Investment Division

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 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 State 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. 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 Investment Division Deputy Treasurer reports directly to the Chief Deputy Treasurer and oversees all aspects of the investment programs under the Office's purview which includes the State's General Portfolio, Local Government Investment Pool, Permanent School Fund, and Prepaid Tuition Trust Fund, the combined assets of which are approximately \$10.9 billion. The position directs investment operations, compliance, research, accounting, and oversight and implementation of investment strategies for each portfolio.

POSITION RESPONSIBILITIES:

- Oversee the portfolio management involved in the evaluation, acquisition, and management of State investments which is primarily high-quality fixed income investments.
- Analyze economic trends by gathering information from a variety of sources, including Bloomberg terminal, investment periodicals, market reporting services, investment consultants, and broker-dealers, and implement changes to investment portfolios based on market conditions and trends.
- Manage all aspects of external investment managers, including the development of plans and objectives for each manager, monitoring performance for compliance to established parameters, discuss and resolve investment issues, monitor contractual agreements, and evaluate and perform due diligence reviews.
- Develop and maintain investment policies, strategies, benchmarks, and procedures. Assist with the execution of investment trades and transactions and use forecast models and quantitative methods to accomplish a variety of forecasting, risk assessments, and tracking tasks.
- Advise other divisions within the Office on investment-related issues, including the State's College Savings Plans, Debt Management, and Cash Management.
- Prepare a variety of written, statistical, and financial reports, including State Board of Finance reports, reports for the State Treasurer, outside auditor reports, internal auditor reports and special project reports.
- Represent the State Treasurer and the Office in testimony and presentation to various executive boards (State Board of Finance, State Board of Examiners, etc.), legislative committees (Interim Finance Committee, Money Committees, etc.), and various local and national investment associations.
- Manage three investment analysts who oversee the day-to-day operational aspects of the division, including but not limited to cash flow projections, trade execution, asset allocation, broker, custodial bank, and outside manager relationships, compliance, accounting, interest distribution, etc.

MINIMUM QUALIFICATIONS:

- Five or more years investment management 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 \$131,743.00. 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 either in Carson City or Las Vegas, 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/Investment Deputy"

The State of Nevada is an Equal Opportunity Employer.