



OKLAHOMA STATE TREASURER KEN MILLER

Oklahoma State Treasurer's Office

Deputy Treasurer for Debt Management

The Office of State Treasurer (OST) is an agency of Oklahoma state government created in the state constitution and headed by an elected State Treasurer. OST provides banking, investment, debt issuance, and unclaimed property services for state government with a staff of approximately 46 full time equivalent employees.

House Bill 1583 passed by the Legislature during the 2017 legislative session and signed by the Governor on June 1, 2017 consolidates the state agency of State Bond Advisor into the Office of the State Treasurer and places the State Treasurer on the Council of Bond Oversight effective November 1, 2017. It is the intent of the State Treasurer to fill the position of Deputy Treasurer for Debt Management prior to November 1, 2017 and to transition that position to the role of State Bond Advisor on November 1, 2017.

The State Bond Advisor is a position within the Office of the State Treasurer that reports directly to the State Treasurer and the Council of Bond Oversight.

The Council of Bond Oversight is responsible for consideration of the immediate and long-term fiscal impact of an obligation, the proposed method of sale, the structure of the issue and the public purpose to be served. The Council consists of the State Treasurer, two members appointed by the Governor, one member appointed by the Speaker of the Oklahoma House of Representatives, and one member appointed by the President Pro Tempore of the Oklahoma State Senate.

JOB SUMMARY

Serve as Deputy Treasurer for Debt Management within the Office of the State Treasurer (OST) and transition to the position of State Bond Advisor on November 1, 2017.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Reports directly to the State Treasurer and the Council of Bond Oversight
- Responsible for the day-to-day operations of the Debt Management Division of the Oklahoma State Treasurer's Office, including assignment of responsibilities of staff, which currently includes two (2) positions.
- Responsible for initiating and maintaining effective relationships with state agency

officials and administrators, legislators and their staffs, bond counsel, bond holders, financial advisors, bond rating agencies, and the financial and bond communities within the state of Oklahoma.

- Responsible for providing state officers and legislators with advice and assistance on matters relating to capital planning, debt issuance and debt management.
- Responsible for reviewing applications for financing and providing summaries of the requests to the Council at its monthly meetings. .
- Responsible for coordination of State debt issuance and charged with the following duties:
 - (i) reviewing and commenting on all requests for proposals (RFP's) for professional services;
 - (ii) approving fees and expenses paid to professional service providers;
 - (iii) providing technical advice to issuers on structuring and marketing of proposed obligations;
 - (iv) approving interest rates and reoffering yields on all negotiated transactions; and
 - (v) maintaining records of the State's outstanding obligations
- Assists the Office of Management and Enterprise Services (OMES) with staff support for the Long-Range Capital Planning Commission
- Responsible for development, review, and issuance of the Oklahoma Debt Affordability Study.
- Responsible for development, review, and issuance of the State Bond Advisor's Annual Report detailing state debt.
- Provides guidance and support services to State Governmental Entities in the planning, structuring, and issuance of debt.
- Represents the state before the rating agencies and credit enhancement providers;
- Serve as a member of the Oklahoma Commission on School and County Funds Management.
- Serve as a member of the Oklahoma Development Finance Authority's (ODFA) Program Development and Credit Review Committee.
- Responsible for management of the Oklahoma Private Activity Bond Allocation Program.

ESSENTIAL SKILLS & ABILITIES

- Strong leadership and executive management skills, interpersonal skills, vision and initiative necessary to carry out the duties and responsibilities.
- Working knowledge of state government and the legislative process including experience working with elected officials.
- A track record of success in managing complex projects.
- Strong interpersonal and communication skills among diverse stakeholders/team members.

- Ability to lead and direct the day-to-day operations, and administration including assignment of staff responsibilities.
- Technical and analytical knowledge of municipal debt.
- A working knowledge of tax, disclosure, and other regulatory requirements.
- Working knowledge of financial markets, financial technology, municipal credit issues, and banking services.

EXPERIENCE REQUIREMENTS

- Bachelor's degree in finance, economics, business or related field. Advanced degree preferred.
- Demonstrated direct experience with the issuance of debt.

COMPENSATION

- \$125,000 - \$165,000 annually, plus benefits consisting of retirement contributions and full health benefits.

APPLICATION INSTRUCTIONS

All applicants must submit a resume, cover letter and salary history by September 15, 2017 to:

**Marria Carter
Office of the State Treasurer
2300 N. Lincoln Blvd., Suite 217
Oklahoma City, OK 73105**

Or

Via Email:

Marria.Carter@treasurer.ok.gov