



Nancy K. Kopp
State Treasurer

Bernadette T. Benik
Chief Deputy Treasurer

Administrator II-Lease Administrator
Salary: \$46,857 - \$75,012 Grade 17

Recruitment # 17-002587- 0024
Closing Date: July 30, 2017

THIS IS A SKILLED SERVICE POSITION SPECIFIC RECRUITMENT FOR THE MARYLAND STATE TREASURER'S OFFICE. THE RESULTING ELIGIBILITY LIST WILL BE USED TO STAFF THIS POSITION/FUNCTION ONLY. INTERESTED PERSONS NEED TO REAPPLY FOR ANY FUTURE RECRUITMENTS FOR THIS CLASSIFICATION.

The Maryland State Treasurer's Office is seeking a Senior Analyst with strong analytical and organizational skills to join the Division of Debt Management. The Division of Debt Management is responsible for the State's capital finance program which includes issuance, analysis, record keeping, and payment of approximately \$9.5 billion of general obligation bonds outstanding. The State's bonds are rated AAA (the highest rating possible) by all three major U.S. rating agencies. In addition, the division is responsible for administering the State's lease financing programs for capital equipment purchases and energy efficiency projects.

Administering the State's Capital Lease Financing program is among the main duties of this position. The Capital Lease Financing program is administered exclusively by the State Treasurer's Office and utilized by all State agencies to finance eligible capital equipment purchases and energy efficiency projects across the State. Key duties include fiscal administration and oversight of the capital lease program; reviewing and reporting on data; and providing support and troubleshooting for our customer agencies. Additionally, this position must continuously adjust procedures, analyses and document preparation with respect to the Lease Program.

This position also plays a critical role in the State's general obligation bond sales, which total over a billion dollars annually. It coordinates, directs and supervises certain activities required for the successful completion of each general obligation bond issuance including the preparation of the Preliminary Official Statement (POS) and the Official Statement (OS) which present the State's broad financial information and serve as the State's bond offering documents utilized by rating agencies, investors and underwriter's in their respective capacities. In addition to the duties above, this position is tasked with drafting all supporting internal legal documentation including Board of Public Works (BPW) agenda items, official resolutions and accompanying supporting documentation.

Finally, this position provides analysis and reports for special projects. These include reports for the Treasurer and the Comptroller, and information required to respond to requests from senior management, the General Assembly, the public, other governmental agencies, and the Governor's office.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's degree from an accredited college or university.

Experience: Four years of experience in administrative staff or professional work.

Notes:

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year to year basis for the required education and experience.

SELECTIVE QUALIFICATIONS (Required):

- One year of the required experience must have involved budget, fiscal or other type of data analysis in a professional office environment

PREFERRED QUALIFICATIONS:

- Strong writing skills and experience writing reports and making recommendations to upper level management
- Extensive experience reviewing documents or data that require careful attention to detail
- Strong knowledge of and comfort using Excel

SELECTION PROCESS: Applicants who meet the minimum and selective qualifications will be admitted to examination for this classification. Successful candidates will be ranked as **Best Qualified, Better Qualified, or Qualified** and placed on the employment (eligible) list for at least one year.

EXAMINATION: The examination consists of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on the information contained in your application. *Therefore, it is important that you provide complete and accurate information to describe your training and experience, on your application.* You may be asked to supply transcripts upon interview.

General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-6382 or hr@treasurer.state.md.us

Applicants must be willing to work in the Annapolis area and are subject to a background investigation to include criminal, credit and driving history.

Job opportunities within the Maryland State Treasurer's Office are now accessible through *JobAps*, the new Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer", you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply for, choosing "I am a new user" at the bottom, then keying in the necessary fields. [Click here](#) to apply.

Please upload a current resume' for this recruitment.

If you do not have access to the Internet and need to fill out a paper application, please forward to:

Maryland State Treasurer's Office
80 Calvert Street, Room 109
Annapolis, Maryland 21401
Attn: Human Resources

or

FAX: 410-260-4090

Please include the recruitment number for which you are intending to apply.

As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.

TTY Users: Call via Maryland Relay