



Executive VI
Director of Debt Management
Recruitment # 22-009606-0001

Salary Range: \$109,187 - \$151,617

The Maryland State Treasurer is responsible for receiving, depositing, investing and distributing State funds, anticipating the cash-flow needs of the State and, on behalf of the Board of Public Works, conducting bond sales several times a year to ensure the State's financial ability to meet its fiscal obligations. The State Treasurer also provides lease-purchase financing of capital equipment for State agencies and handles insurance needs for State government.

The State Treasurer's Office is one of three offices designated by the Maryland Constitution, and is one of the highest agencies in the Executive Branch of State Government. As an Executive Director within the agency, this position has a tangible impact on the agency's ability to fund Statewide capital expenditures and maintain the State's AAA Bond Rating. The Office's organizational structure includes an Executive Office and six divisions. This position serves as the Director of the Debt Management Division.

THE DIRECTOR OF DEBT MANAGEMENT IS RESPONSIBLE FOR ISSUING, MONITORING AND MANAGING THE STATE'S GENERAL OBLIGATION BONDS PROGRAM, SUPERVISING THE STATEWIDE CAPITAL LEASE FINANCING PROGRAM, COORDINATING INTERNAL AND EXTERNAL REPORTING ON ALL STATE TAX-SUPPORTED DEBT AS WELL AS PARTICIPATING IN THE STATEWIDE PROCUREMENT OF SPECIFIED FINANCIAL SERVICES.

Responsibilities include:

- Coordinating issuance, management, and payment of debt service of State General Obligation Bonds
- Serving as liaison with credit rating agencies
- Tracking capital project authorizations, bond issuances and expenditures
- Ensuring compliance with all IRS post-issuance requirements making prompt and complete disclosures
- Coordinating the preparation of the debt service budget with the Department of Budget and Management
- Preparing reports and financial documents such as Official Statements, Anticipated Debt Reports and Legislative Reports
- Developing and implementing policies and procedures for Fixed and Variable Rate Debt, SWAPS and Taxable Debt
- Assisting in the procurement of Financial Services to include Financial Advisors, Underwriters, Escrow Agents and Fiscal Agents
- Staffing the Capital Debt Affordability Committee and the Commission on State Debt and supervising the preparation of the Annual Reports
- Managing the Division of Debt Management including the work of 3 professional staff.

Educational Requirements: Bachelor's Degree in Finance, Accounting or a related field. Post Graduate work preferred.

The ideal candidate will have 5 years of financial experience specifically in Debt Management, 5 of which are in the Public Finance field, as well as 3 years of direct management experience; demonstrated ability to communicate complex financial topics and work effectively with others; excellent written and verbal communication skills; familiarity with GAAP, GASB and SEC reporting requirements; and experience with Bloomberg, Parity, Munease, EMMA or other Debt Management programs. Knowledge of State Government preferred.

This is an Executive Service position which serves at the pleasure of the Maryland State Treasurer and his designated appointees. Applicants will be subject to a background investigation to include credit and criminal history.



WHY WORK FOR THE STATE OF MARYLAND?

- Job stability (we are a Constitutional Office)
- Work-Life Balance
- Ability to make your mark through public service
- Flexible hours and hybrid teleworking
- Paid holidays 12-13 per year
- Generous paid leave package (annual, sick, personal and compensatory leave)
- State Pension ("defined benefit" plan)
- Tax-deferred supplemental retirement savings plans (401(k) and 457)
- Free parking
- Comprehensive, subsidized health, dental and prescription plans with little to no deductibles, free generic prescriptions, and free preventative health services
- Flexible Spending Account plans for Health Care and Daycare
- State Employees Credit Union
- Direct Deposit

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the 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. Log onto www.jobaps.com/md to apply to this position.

General questions about this recruitment can be directed to Michele Reid at 410-260-7078 or sreid@treasurer.state.md.us. Online application is strongly preferred. If you do not have access to a computer, paper applications / resumes can be forwarded to:

Maryland State Treasurer's Office

80 Calvert Street, Room 109

Annapolis, Maryland 21401

Attn: Human Resources

or

hr@treasurer.state.md.us

or

FAX: 410-260-4090