

**JOB CLASSIFICATION:** Principal Management Analyst (Debt Administrator)

**SALARY:** \$8,331 - \$12,033 Monthly  
\$99,972 - \$144,396 Annually

**OPENING DATE:** Monday, April 4, 2016

**CLOSING DATE:** Friday, April 15, 2016 by 4:30 p.m.

**OPEN TO:** General Public

### **THE POSITION**

With 1.4 million customers, 1,800 employees, a \$1.5 billion biannual budget and \$3 billion debt portfolio, East Bay Municipal Utility District (EBMUD) is one of the largest water/wastewater utilities in California. EBMUD is a recognized leader in supply planning, capital program, and financial management.

Reporting to the Treasury Manager, the Principal Management Analyst (PMA) will be responsible for a range of financial activities. The PMA's primary responsibility will be to administer the District's debt portfolio. In addition, the PMA will be responsible for supporting water/wastewater rate setting activities. The PMA will also provide support as needed for other Treasury activities. Working in conjunction with EBMUD staff and outside professionals, this PMA will be responsible for the following activities:

- Managing EBMUD's debt financing activities including analysis of financing options and transaction structuring, documentation, disclosure, ratings, pre-pricing, pricing and closing
- Administering outstanding debt portfolio, such as ensuring debt service and debt-related fees and charges are accurate and paid timely; addressing expiration of liquidity facilities and other relevant agreements
- Complying with legal and regulatory requirements such as continuing disclosure and tax reporting
- Developing and maintaining relationships with rating agencies, investors, liquidity banks and other service providers
- Preparing and evaluating near and long-term debt financing plans in the context of EBMUD capital plans, liquidity position, and financial policies
- Researching, preparing and maintaining policies and procedures pertaining to debt management
- Conducting complex financial analyses associated with rate setting; incorporating principles such as cost of service and rate design
- Participating in cost of service analyses including functionalization of costs and allocation of costs by customer class
- Preparing rate design analyses which evaluate alternative rate structures
- Budgeting, monitoring and projecting rate revenue
- Supporting cash management activities
- Assisting with other finance department activities as requested

The ideal candidate will:

- Demonstrate a strong work ethic, enthusiasm for the job, excitement for learning, attention to detail and sound judgment
- Have prior work experience in municipal debt management and/or utility rates and charges
- Possess very strong analytical and quantitative modeling skills

- Effectively communicate complex financial information to non-technical audiences
- Ensure that all activity is conducted with the utmost integrity
- Have a Master's degree in business, finance, economics, public administration, or other relevant field
- Have senior-level professional experience in public finance and/or public utility rate setting

Knowledge of:

- Municipal debt issuance and/or water/wastewater rate setting principles and practices
- Legal and regulatory issues relating to municipal debt and/or rate setting
- Spreadsheet and word processing software applications
- Correct English usage, such as grammar, sentence structure, punctuation, etc., as found in a standard English course
- Presentation of financial information

Ability to:

- Develop and use highly complex spreadsheet models
- Effectively manage complex projects involving multiple stakeholders
- Manage multiple assignments with minimal supervision
- Prepare clear, concise and effective written documents
- Develop and deliver compelling presentations
- Quickly learn a variety of technical subjects

The annual salary is \$99,972 up to \$144,396. Initial placement within the range is based upon qualifications. Appointment is typically made at or below the control point (\$129,972 per year). A 3.7% salary increase is anticipated to take place effective April 18, 2016.

EBMUD is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

## **REQUIREMENTS**

Any combination of education and experience that has led to the acquisition of the knowledge and abilities indicated above. Typical means of acquiring the essential knowledge and abilities is a combination of training and experience equivalent to:

1. Bachelor's degree\* in business or public administration, economics, finance, or a closely related field.
2. Five years of progressively responsible professional experience in public finance.

\*A Master's degree in a related field may be substituted for one year of the required experience.

Equivalent combinations of education and experience may be considered. To be considered under the "equivalent combination of education and experience" provision, it is your responsibility to include in your application materials written evidence of employment performed at the level of the typical duties of this position and/or coursework in subject areas directly related to this position. For more information, see our FAQ page at

<http://www.ebmud.com/jobs/job-resources/job-faqs-frequently-asked-questions/>

## **THE SELECTION PROCESS**

1. Submit a completed EBMUD application and the required supplemental question responses online at [www.ebmud.com](http://www.ebmud.com) by 4:30 p.m., Friday, April 15, 2016. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, with those candidates demonstrating the strongest qualifications for the position to be invited to a panel interview scheduled for May 2016.
3. Successful candidates will be placed on the hiring list, based on rank, for further consideration to fill the current regular vacancy, as well as others occurring over the next 12 to 24 months.

## **SUPPLEMENTAL QUESTIONS**

As the first step in the selection process, responses to the supplemental questions must be submitted online with the regular EBMUD application. Please provide thorough, accurate descriptions of assignments you have personally performed.

1. Please explain your interest in this specific position. Summarize how your experience qualifies you for this specific position.
2. Please describe the most detailed and sophisticated project you have performed using Microsoft Excel.
3. Briefly discuss and compare the methods of sale you've employed for a municipal bond OR briefly discuss key challenges you have encountered in setting water rates and charges.