



PRINCIPAL INVESTMENT OFFICER SHORT-TERM INVESTMENTS

STATE OF CONNECTICUT OFFICE OF THE TREASURER

Applications are being accepted for the position of Principal Investment Officer (PIO) – Short-Term Investments, a full-time position with the State of Connecticut Office of the Treasurer, Cash Management Division. The position has primary responsibility for management of the Short-Term Investment Fund (STIF) and other short-term investments. The PIO has primary responsibility for the investment and administration of STIF, including security credit analysis and daily security purchases that are primarily transacted through brokers. As the leading expert on short-term investing in the Office of the Treasurer, the PIO is responsible for developing an investment policy consistent with state statutes. The PIO is also responsible for the supervision of STIF services to investors, including account maintenance, investment transactions and the preparation of monthly and quarterly reports. Principal among the reports prepared by the PIO are annual and quarterly reports regarding the performance of STIF that include an economic update written by the PIO reflecting on market conditions relative to STIF's performance. In addition to annual presentations, the PIO reports periodically to the Investment Advisory Council and the Cash Management Advisory Board on investment and economic developments and fund performance. The PIO also makes presentations to all STIF investors and to finance managers and local town officials considering investing in STIF. The PIO supervises a staff of four professionals – an investment officer, two securities analysts and an accountant. The PIO oversees the activities of STIF's custodian bank (including reconciliation of custodian records) and transfer agent. The PIO also actively oversees all short-term investment-related activity of the Treasurer's Office, and advises the Treasurer on policy, investment strategy, and management of all short-term investments. The successful candidate will work under the general direction of the Assistant Treasurer for Cash Management. Base salary is \$107,679.

Qualifications: The successful candidate will be an experienced portfolio manager with at least ten years of progressively responsible portfolio experience and demonstrated knowledge of investment practices and procedures; short-term investment securities, policies and portfolio management; performance measurement; investment accounting; and investment transaction record keeping and controls. Required competencies include strong analytical skills; executive level presentation skills, both oral and written; ability to manage multiple priorities and tasks; collaboration and teamwork; negotiating issues and resolving problems; supervision and/or oversight of professional staff and contracted services; and literacy in a windows-based personal computer environment (including word processing, spreadsheet and database software applications for performance analytics). Previous supervisory experience required; experience in mentoring and managing cash desk professionals is a plus. Demonstrated knowledge of the principles and practices of public fund investing, and working experience in government, or on behalf of a governmental entity, is highly desirable. Viable candidates will have managed internal or external investment pools in excess of \$1 billion. A Bachelor's degree is required. The ideal candidate will have a graduate degree in finance or related field; and a CCM, CTP, or CFA designation is preferred.

Please send resume, **APPLICATION FOR EXAMINATION OR EMPLOYMENT (FORM CT-HR-12)**, salary history, and cover letter via US Mail, e-mail or fax by April 29, 2011 to:

Office of the State Treasurer
Attn: Theodore Janiszewski
Personnel Administrator
55 Elm Street
Hartford, CT 06106-1773

E-mail Address: Theodore.Janiszewski@ct.gov
Phone Number: (860) 702-3144
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The Office of the Treasurer is an affirmative action/equal opportunity employer and strongly encourages the application of women, minorities, and disabled persons.

Website link: <http://www.state.ct.us/ott/employmentopportunities.htm>