

**Debt Manager job duties (Monterey County)**

10% Monitor county credit rating and act as liaison between credit rating agencies, prepare presentations and responses to inquiries

5% Monitor and calculate compliance with debt limits

5% Assist school districts with debt issuance and compliance with state and federal securities laws

5% Maintain professional relationships with outside financing professionals

5% Issue RFP and RFQ for underwriters, financial advisors, trustees, paying agents, arbitrage rebate analysts, bond counsel, tax counsel, disclosure counsel, coverage analysts, and other financing professionals; assemble review and selection committees

5% Monitor credit markets

5% Analyze proposed financing needs to determine the best financing methodology and structure

5% Input debt issuances, debt service, revenues and expenditures into the County ERP software including Advantage and SYMPRO

15% Payment of debt service and associated expenses

5% Continue education for financing issues

2% Provide finance consultations to departments

10% Serve as public shareholder correspondent

5% Prepare and file continuing disclosure documents in compliance with agreements and SEC rule 15c2-12

2% Monitor Country Treasury pool investments

3% Coordinate PIC, MCFA, and EGPFA board meetings and filings

6% Reconcile trust statements and make entries to Advantage

2% Prepare the three year forecast and budget for debt issuances

5% Serve as a Commissioner on the California Statewide Communities Development Authority