

EXECUTIVE DIRECTOR, MUNICIPAL BOND COMMISSION

Nature of Work

Under administrative direction, serves as the chief administrative officer of the Municipal Bond Commission. Oversees and coordinates the activities of the agency. Directs, supervises and reviews the work of the staff. Performs related work as required.

Examples of Work

Oversees the activities of the Commission.
Directs, supervises and reviews the work of subordinate staff regarding compliance to state regulations and bond ordinances.
Prepares and attends Commission meetings.
Represents agency in meetings with legislators, public officials, bank officials and media.
Prepares legislative proposals.
Assists local governments in planning for bond elections.
Prepares annual budget and oversees expenditure of funds.

Knowledge, Skills and Abilities

Knowledge of state and federal standards, practices, methods and procedures used in monitoring revenue and state bond issues.
Knowledge of the principles and practices of banking.
Ability to establish and maintain effective relationships with other professionals, subordinates, government officials, banking officials and media.
Ability to plan, implement and evaluate programs.
Ability to make presentations and present requests before groups and committees.
Ability to direct and coordinate agency activities.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university with a degree in banking, finance, accounting or closely related field.

EXPERIENCE Five years of full-time or equivalent part-time paid experience in banking, bond work or accounting.

Established: 8/19/93
Effective: 9/16/93