

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Investment Officer – Public Fixed Income
Salary:	\$110,000 - \$130,000
Bureau/Division:	Bureau of Asset Management
Period:	February 17, 2016 – Until Filled

JOB DESCRIPTION

The Bureau of Asset Management (BAM) is responsible for oversight of the investment portfolio of the New York City Retirement Systems (Systems). This \$160 billion portfolio is managed primarily by external investment managers, and is largely invested in publicly traded securities, with growing allocations to private equity and real estate. The Investment Officer will assist in the oversight of investment activity related to fixed income investments managed on behalf of the New York City Retirement Systems. The present policy allocation for fixed income is approximately 30% of the total funds.

Under the supervision of the Head of Fixed Income, responsibilities include, but are not limited to, the following:

- Periodic contacts with fixed income investment managers, performs regular monitoring and evaluation activities for such managers. Interacts with systems' investment consultants to optimize the performance of their part of the plans' portfolios;
- Participates in the search and selection process for fixed income managers and selection committees in other asset classes;
- Analyzes data on investment program benchmarks and market indexes and reviews spreadsheets and data bases;
- Conducts research on fixed income investment issues that impact the portfolios;
- Suggests improvements to investment policy statements and investment advisor guidelines, and drafts and maintains relevant documentation;
- Assists with the legal documentation process and works with the General Counsel's office to help finalize fund documents;
- Undertakes other special projects that impact the Bureau of Asset Management as assigned by the Head of Fixed Income.

MINIMUM QUALIFICATION REQUIREMENTS

- A graduate degree from an accredited college or university in business, economics, finance, accounting or a closely related field, and three (3) or more years of progressively responsible experience in a financial services organization administering publicly traded investment activities and/or overseeing external investment managers; **or**

- BS/BA degree from an accredited college with major studies in the fields mentioned above and five (5) or more years of progressively responsible professional experience as described above; **or**
- A satisfactory equivalent of education and experience mentioned above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- MBA is the preferred graduate degree;
- Chartered Financial Analyst Certification is ideal;
- Excellent interpersonal, communication, report writing and organizational skills (includes Microsoft Office Suite proficiency).

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: February 17, 2016	POST UNTIL: Until Filled	JVN: 015/016/054
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The NYC Comptroller's Office is an Equal Opportunity Employer