



Investment Analyst (Grade 31) to Co-Chief Investment Officer (Grade 39)
Montgomery County, MD Government
Rockville, Maryland
\$124,574.00 – \$179,472.00

This position may be filled at the following levels: *Investment Analyst, Grade 31* (salary - \$86,699 to \$146,057); at the *Senior Investment Analyst, Grade 33* (salary - \$94,824 to \$155,000); at the *Investment Officer, Grade 36* (salary - \$108,618 to \$168,423); or at *Co-Chief Investment Officer, Grade 39* (salary - \$124,574 to \$179,472). If underfilled, there is a non-competitive promotional opportunity up to the Co-Chief Investment Officer, Grade 39.

PROGRAM SUMMARY

Montgomery County Employee Retirement Plans (MCERP) manages the administration, investment, compliance and financial reporting for the County's retirement programs and the Consolidated Retiree Health Benefits Trust. Our plans are currently valued at \$7.0 billion in net assets, with \$200 million in annual contributions and over \$550 million in net annual investment income.

ROLES AND RESPONSIBILITIES

MCERP seeks a Co-Chief Investment Officer for the Montgomery County Employee Retirement Plans (MCERP) and the Consolidated Retiree Health Benefits Trust to analyze economic conditions and investment markets to evaluate the effectiveness of the Board's current asset allocation strategy, recommending changes to the Board's current policies, guidelines, programs and/or the addition or deletion of investment strategies, managers/vendors, policies or guidelines. The position makes recommendations to the Staff Investment Committee concerning new investment opportunities across all asset classes requiring considerable judgment in a dynamic and frequently changing environment. The position conducts evaluation of the ERS and CRHBT public and private assets, and the hedge fund investment programs and recommendation of the appropriate asset allocation strategy to maximize the return while managing the risk of the portfolio.

DUTIES

The position's responsibilities include, but are not limited to:

- Portfolio management, including analyzing and evaluating investment managers and products
- Identifying and recommending investment strategies, developing guidelines, policies and procedures
- Evaluating current market conditions, and negotiating complex contracts
- Preparing research papers
- Development of the risk budget and Risk Management Program
- Acting as Executive Director in the Executive Director's absence

A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

MINIMUM QUALIFICATIONS:

If filled as Co-Chief Investment Officer, Grade 39:

Experience: Thorough (7 years) applicable professional experience, demonstrating advanced knowledge and competence in the financial, business administration and/or investment administration fields.

Education: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Economics, Business Administration, Finance, or related field. A Master's Degree and CFA or CPA certification is preferred

Equivalency: An equivalent combination of education and experience may be substituted.

If filled as Investment Officer, Grade 36

Experience: Thorough five (5) years) of applicable professional experience, demonstrating advanced knowledge and competence in the financial, business administration, and/or investment administration fields.

Education: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Economics, Business Administration, Finance, or related field. A Master's Degree and CFA, CPA, or CIMA certification is preferred.

Equivalency: An equivalent combination of education and experience may be substituted.

If filled as Senior Investment Analyst, Grade 33

Experience: Considerable (4 years) of professional experience in a financial, business administration, and/or investment administration field, engaged in the investment and administration of investment programs for retirement funds.

Education: Graduation from an accredited college or university with a Bachelor's Degree in finance, economics, accounting, or related field. CFA, CPA, CAIA, or CIMA designation preferred.

Equivalency: An equivalent combination of education and experience may be substituted.

If filled as Investment Analyst, Grade 31

Experience: Considerable (4 years) of applicable professional experience in a financial, business administration, and/or investment administration field.

Education: Graduation from an accredited college or university with a Bachelor's Degree in finance, economics, accounting, or related field. CFA, CPA, or CIMA designation preferred.

Equivalency: An equivalent combination of education and experience may be substituted.

Medical & Background (applies to all levels): Selected candidate will be required to successfully complete medical history review and drug and alcohol screen prior to appointment. A criminal background and credit history check will be conducted on the selected candidate prior to appointment and will be a significant factor in the hiring decision.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply,
please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html>
click on the "Search Jobs" tab, and then on the Available Jobs link
Read the full job description under the "General Professional" Job Category.
Interested candidates must create an online account in order to apply.

The requisition number is **IRC42046**

This Recruitment will remain open until position is filled

All resume submissions must address the preferred criteria for the position,
which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips
listed under the "How to Apply" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.