



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0258

Phone: (701) 328-3290

LAND DEPARTMENT INVESTMENT DIRECTOR (0258)

GRADE P

SCOPE OF WORK:

Work involves providing services related to investment of the various trust funds administered by the State Land Department. This position is responsible for management of the Land Board's Investment Program.

DUTIES PERFORMED:

- Develop and maintain reports, studies and analyses to keep the Commissioner, the Land Board, beneficiaries, and other parties informed about the financial status and performance of the various investment assets.
- Implement and maintain the investment policies, goals, objectives, procedures, asset allocations, and strategies that have been adopted by the Land Board; develop and propose investment related legislation.
- Monitor and evaluate the performance of money managers, fund custodians and other investment agents of the Land Board and recommend changes as necessary to preserve and enhance the Land Board's investment program.
- Research, coordinate, and make recommendations in the selection of money managers, fund custodians, investment consultants and other investment agents for the Land Board; monitor and evaluate investment professionals hired by the agency.
- Review proposals and recommendations from money managers, consultants, and other investment agents and make recommendations to the Commissioner and Land Board as appropriate.
- Develop and monitor cash flow projections for the various trust funds and investment assets managed by the Land Board to meet cash management policies and strategies of the Land Board; ensure adequate cash and initiate transfers between accounts at custodian banks as needed to make distributions to beneficiaries, fund loans, rebalance accounts, and fund other investment strategies.
- Assist in the preparation of budgets and financial statements for the department; clarify and document investment accounting issues; provide professional advice in matters concerning the department's general accounting and auditing practices.
- Obtain, maintain, and utilize an informational library of money management, investment, accounting, and related materials; attend classes, seminars and conferences to obtain and maintain knowledge in work related practices.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in finance, economics, or accounting; certification as a public accountant (CPA) or Chartered Financial Analyst (CFA); and five years of work experience that includes management of funds, determining investment strategies, cash flow management, economic forecasting, and institutional investing. A bachelor's degree in finance, economics, or accounting and ten years of work experience as indicated above may substitute for the CPA/CFA requirement.

Eff. Date: 5/96

Rev: 05/05 Reviewed scope, duties, and minimum qualifications; updated factoring with grade change

Rev: 7/12 – Conversion to Hay System