



Chief Trader

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CHIEF TRADER I	1175	B31	\$123,252 - \$208,449
CHIEF TRADER II	1176	B33	\$149,134 - \$252,224

GENERAL DESCRIPTION

Performs advanced management and securities trading work involving overseeing and/or researching, analyzing, and evaluating trading information to implement approved investment policies and programs.

EXAMPLES OF WORK PERFORMED

Oversees the collection, compilation, analysis, and preparation of trading-related data for presentation in graphic, tabular, or composition for required financial reports.

Directs the organization's securities trading operations and controls overall commissions and trading expenses.

Works with investment management and portfolio managers to develop trading programs.

Serves as a liaison with the securities industry and regulatory organizations regarding trading issues.

Develops and maintains relationships with securities dealers, conducts analyses on trading activities to determine best timing and broker, and negotiates rates to get best prices and efficiency.

Identifies and tracks market trends, and advises management.

Searches the market(s) for best opportunities for the fund.

Completes trades to achieve the best possible price, commission, and time frame.

Performs related work as assigned.

DESCRIPTION OF LEVELS

***Note:** Employees within this job classification series typically serve in a supervisory role. Factors that may distinguish between levels include the size and structure of the supervised workgroup; risk, complexity, impact, and scope of the supervised work; scope of responsibility, oversight, and authority; hierarchy, reporting relationships, and placement within the organization; the complexity of work performed; the decision-making responsibility and level of supervision exercised; and the employee's related work experience, education, and certifications.*

CHIEF TRADER I: Performs advanced (senior-level) management and securities trading work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

CHIEF TRADER II: Performs highly advanced (senior-level) management and securities trading work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in analysis and securities trading work. Graduation from an accredited four-year college or university with major coursework in finance, business administration, economics, or a related field is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of institutional equity research or investment banking, of market terminology and procedures, of trading approaches and techniques, of factors affecting price trends, and of trading-related activities.
- Skill in applying statistical concepts, methods, and mathematics; in working accurately with numerical detail; and in the use of computer systems and associated applications.
- Ability to apply financial research techniques, to conduct exhaustive searches and evaluations of vast amounts of data, to comply with ethical standards and professional codes of conduct, to communicate effectively, and to supervise the work of others.