

Ehlers Job Description

Job Title: Business Operations Principal
Incumbent:
Location:
Reports to: President
Status/FLSA: Full-time, Exempt
Date: 2011/2012
Position Supervises: Bond Sale Coordinators, Business Analyst, Disclosure Coordinators, Financial Analysts, TIF Coordinators

Purpose: Responsible to build and maintain operations team and various procedures that meet the needs of the clients, the Company and federal regulations. Responsible for the development and maintenance of workflow processes, written procedures, work products related to production of Company business/client products and services.

Key Result Areas and Functions:

1. Oversee the implementation of business objectives, plans and activities in accordance with the Company Strategic Plan.
2. Fulfill regulatory oversight and supervisory requirements as determined by federal regulations and the Ehlers compliance policies.
3. Manage the day-to-day operations of the team. Responsible for ensuring that the work is completed accurately and in a timely and efficient manner. Provide work direction, coaching, mentoring and training to the team and others as assigned.
4. Responsible for development and maintenance of Corporate Training Program for Operations staff.
5. Act as liaison with Principals, Corporate Services Team and President to coordinate corporate initiatives.
6. Partner with Human Resources to identify staffing needs, interview and hire qualified candidates, assist in ensuring employee compensation is equitable, and ensure performance management is on-going.
7. Monitor and manage the team budget
8. Responsible to attend on-going training as needed to keep current and knowledgeable on all aspects of the job.
9. May serve as a representative at company seminars, conferences, meetings, bond sales or at other times when requested.
10. Perform other duties as required to fulfill the mission of the company.

Skills, Knowledge and Abilities:

1. Thoroughly understands the general field of municipal financing, bond issuance and tax systems. Is able to explain to others.
2. Able to provide work direction and instruction to others. Able to work and actively contribute in a team environment to achieve individual, team and company goals.
3. Demonstrates well developed interpersonal skills that create and maintain positive relationships with employees and clients.
4. Analytical ability to understand how data relates to and affects other data and information.
5. Able to effectively solve problems
6. Able to perform math functions quickly and accurately.
7. Able to use word processing, spreadsheet software, databases and the Internet.

Approved by Principals 2/14/2012

8. Able to manage multiple work activities and uneven workloads in a stressful environment. Prioritizes tasks and organizes work so that deadlines are met and essential work is completed.
9. Able to work, actively contribute and share ideas in a team environment to achieve individual, team and company goals.
10. Able to proactively ask questions and request guidance or assistance.
11. Able to seek opportunities for continuous work improvements.
12. Able to recognize and pursue opportunities for professional development.

Minimum Education and Experience:

Post secondary education or equivalent experience preferred.

Credentials, Licenses or Designations:

After meeting required qualifications, Certification by National Association of Independent Public Finance Advisors (NAIPFA) is required.

Must be registered and licensed with MSRB and SEC within identified timeframe.