



**ASSISTANT TREASURER OF POLICY/CORPORATE GOVERNANCE
STATE OF CONNECTICUT
OFFICE OF THE TREASURER**

Applications are being accepted for the position of Assistant Treasurer of Policy/Corporate Governance, a full-time position within the Office of the State Treasurer, Policy Unit. The position has primary responsibility for oversight and management of the day-to-day activities of the Policy Unit, including corporate governance, financial education, the Connecticut Higher Education Trust, federal and regulatory relations, and selected Boards and Commissions. The Policy Unit is the primary public policy development and research arm of the Treasury.

Specific duties include: develop, recommend and implement annual strategic priorities for the Policy Unit, including agenda for corporate governance and proxy voting season, federal legislative and regulation, financial education/consumer protection and other policy and programmatic issues of interest with a focus on public finance and investment; manage the development of position papers, drafting of shareholder resolutions, policy comment letters, and proposals for submission to CRPTF portfolio companies, Congress and regulatory bodies; direct the annual review, evaluation and mandated annual reporting of the Connecticut Higher Education Trust Program (CHET), including audit and DOE submission; make annual recommendations for strengthening the program, including but not limited to investment strategy and program features, enrollment services, and marketing; direct the design, development, implementation, monitoring and reporting of the Annual CHET Scholarship Program; serve as Treasurer's designated representative on selected Boards and Commissions; initiate, develop and maintain collaborative partnerships with the public and private sectors in promoting comprehensive network of statewide financial education programs across the state.

Qualifications: Applicants must have considerable knowledge of principles and practices of public administration, including public finance, policy development and implementation, corporate governance and sustainable investing; strong interpersonal skills; ability to initiate and coordinate policy planning and development activities, synthesize data, draw conclusions and make recommendations. Required competencies include strong analytical skills; executive level presentation skills, both oral and written; ability to manage multiple priorities; forge and maintain strategic alliances with the public and private sector; collaboration and teamwork; negotiating issues and solving problems.

The successful candidate will have a Bachelor's degree and at least eight years of progressively responsible senior management experience in a large governmental, public affairs or business organization, and demonstrated experience in supervision and/or oversight of professional staff and contracted services. A Master's degree in a related field is preferred.

Please send resume, **APPLICATION FOR EXAMINATION OR EMPLOYMENT (FORM CT-HR-12)**, salary history, and cover letter via US Mail, e-mail or fax by August 31, 2012 to:

Office of the State Treasurer
Attn: Theodore Janiszewski
Personnel Administrator
55 Elm Street
Hartford, CT 06106-1773
E-mail Address: Theodore.Janiszewski@ct.gov
Fax Number: (860) 702-3003

The Office of the Treasurer is an affirmative action/equal opportunity employer and strongly encourages the application of women, minorities, and disabled persons.