

PERSONNEL COMMITTEE

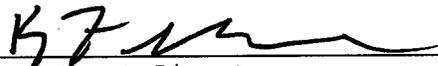
13-0623R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE APPOINTED CLASSIFICATION OF CITY TREASURER AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the appointed classification of city treasurer, are approved; that said position shall remain subject to the city's collective bargaining agreement with its supervisory unit employees; and that the pay range will change from Pay Range 1110, \$5,620 to \$6,851, to Range 1105-1115, \$5,608 to \$7,141 per month. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR HD:ao 12/6/2013

STATEMENT OF PURPOSE: This classification was created to be responsible for the financial liquidity of the city and its authorities as assigned. This is accomplished through complex, professional management of cash, cash equivalents, and investments, responsible service of debt and payables, billing and collecting revenues, and payroll and tax functions. The city treasurer specifications have been created based on changes to the City Charter, Section 21: Department Heads, which states that the council by resolution shall establish appropriate job specifications for department heads, the deputy fire chief, the deputy chief of police, the equal opportunity representative and all officers appointed by the mayor. The pay range negotiated for the classification is Range 1105-1115, \$5,608 to \$7,141 per month. This is a change from Pay Range 1110, pay rate of \$5,620 to \$6,851 per month.

CITY TREASURER

SUMMARY/PURPOSE:

This classification is responsible for the financial liquidity of the City and its Authorities as assigned. This is usually accomplished through the complex, professional management of cash, cash equivalents, and investments, responsible service of debt and payables, billing and collecting revenues, and payroll and tax functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Plan, anticipate, and manage cash flow to ensure financial liquidity.
2. Oversee Accounts Receivable, Accounts Payable, and Collections processes.
3. Review, research, and manage investment of cash and cash equivalents to provide maximum return balanced with appropriate security.
4. Prepares and files all reports required of the Treasurer by State and City codes.
5. Identify complex risks and liability implications involved in debt and investment planning and administration. Apply expertise in determining methods and resources needed to successfully address risks, liabilities, and legal implications.
6. Evaluate technological needs and select appropriate technological tools, applications, and advances in work methods to meet those needs.
7. Assist officials, department and office directors, financial office managers, staff, and customers in problem solving and analysis.
8. Manage complex relationships with external agencies and businesses.
9. Review and research data and utilize professional expertise to produce complex reports, provide information and forecasts, and support various accounting functions within and without the division/department.
10. Review and revise division policies, procedures, and operations as necessary.
11. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action including hire, discharge, reward and/or discipline etc., establish standards and manage performance, delegate authority and responsibility, train and communicate instructions and information.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Education & Experience Requirements

1. Bachelor's degree in Accounting, Business Administration or Management from an accredited institution, plus seven years of verifiable accounting or banking experience in a position of similar complexity and level of responsibility. At least one year of that experience must be at a supervisory level.
2. Banking and/or investment experience preferred.
3. Governmental accounting experience preferred.

Knowledge Requirements

1. Extensive knowledge of general accounting principles, methods, practices and terminology as related to governmental accounting, debt service and cash management activities.
2. Knowledge of banking operations, registrar/paying agent activities, investment strategy and procedures, cash flows and receivables management procedures, and measurement reporting methods.
3. Knowledge of applicable City tax filings, payments, and reporting methods.
4. Knowledge of laws and regulations governing investments, banking, debt service, lawful gambling, state and local sales taxes, and special assessments.
5. Knowledge of effective management and supervisory practices.
6. Knowledge of accepted office practices and procedures.

Skill Requirements

1. Skill in the analysis of financial data for the purpose of making sound financial decisions, formulating projections, and solving problems.
2. Skill in using computer software applications including office, accounting, and enterprise application software
3. Skill in communicating effectively with others and providing reports and presentations.
4. Skill in supervising and directing the work of others

Ability Requirements

1. Ability to make sound investment decisions
2. Ability to establish and maintain effective working relationships.
3. Ability to prepare narrative and statistical reports.
4. Ability to effectively plan and manage multiple projects with changing priorities that have department, agency, or citywide financial implications.
5. Ability to identify, negotiate, and meet deadlines.
6. Ability to maintain confidentiality
7. Ability to train and supervise staff

Physical Ability Requirements

1. Ability to frequently sit, type, talk, hear, and use near vision.
2. Ability to occasionally stand, walk, lift, carry, stoop, crouch, reach, handle, and use mid-range vision.
3. Ability to occasionally lift and carry items such as reports and paperwork weighing up to 25 pounds.

Genlst: HD	Job #:	Union: CDSA	Pay: 1105-1115	CSB: N/A (Appointed)
CC:	Res:	EEOC: Officials and Administrators	EEOF: Administration/Financial	WC: 8810