

Elected Official
For Descriptive Purposes Only

DEFINITION:

An elected position, in conjunction with administration, plans, organizes and assists with the collection, management and disbursement of City revenues.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the City Treasurer include, but are not limited to, the following:

1. Plans, organizes and assists in the municipal revenue service program of deposits, disbursements and daily update of check registers.

Measures: Timely and accurate revenue accountability.

2. Monitors, advises and invests cash for City. Prepare monthly revenue and investment report to City Council.

Measures: Update City Investment Policy yearly. Strive for investment of idle cash to the maximum possible. (As stated in Investment Policy under Policy, "Cash flow and technical information shall be provided by the Finance Department.")

3. Sign manually or by facsimile all City Checks and assists in the preparation of accounts payable and payroll checks for distribution.

Measures: Prompt payment of financial obligations.

4. Plans, schedules and directs work of personnel performing revenue collection and record keeping.

Measures: Performance of subordinates.

5. Conducts bond servicing program, including determining bonds to be called, preparing advance maturity notices, and arranging bond deliveries and redemptions.

Measures: Bond deliveries completed timely, after receipt of funds.

6. Handles processing of assessments, billings, collections, and follow up on delinquencies. Responsible for releasing of liens on assessments paid in full.

Measures: Submit assessment billings to County and Finance Director on schedule.

7. Deals with the general public regarding more difficult inquiries regarding revenue collection, assessment, and bond payments.

Measures: Answer to questions to public in a timely manner.

8. Monitors the status of all City revenues.

Measures: All City collections and reports turned into the Treasurer office daily.

9. Prepares annual budget for Treasurer's Office.

Measures: Prepare goals and objective for each fiscal year and request supplies and project funds to carry out these goals.

10. Responsible for evaluating the performance of Treasurer department staff.

Measures: Employee performance evaluations are conducted in a timely manner.

11. Reviews and makes decisions on parking citation complaints and appeals.

Measures: Decisions are made in a timely manner and are according to City policies and procedures.

12. Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Principles and practices of revenue management, management and supervision, accounting, auditing and government securities, including debt servicing, and urban government; sophisticated cash management and investment techniques; appropriate civil codes relating to the holding and investing of public funds; banking relations.

Ability to:

Interact effectively with the public, employees and other City departments. Plan, organize and conduct a revenue management program; plan and supervise the work of others; prepare clear and concise reports.

Education:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying, i.e. equivalent to and Associate of Arts Degree from an accredited college, or university with a major in finance, economics, or a related field. Bachelor's degree preferred.

Experience:

Seven years of progressive experience in financial management, preferably within the public sector; a minimum of two years of supervisory experience.

Special Requirement:

Must be a registered voter and reside within the City limits and be bondable.