

TREASURY OFFICER**DEFINITION**

Under general direction, plans, organizes and directs the activities of various treasury programs and functions within the Finance Department.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from the Department Director or designee. May exercise supervision over assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

Treasury Officer is a single-position class assigned to the Treasury Section of the Finance Department. The incumbent directs treasury activities of the section, including cash management and debt management. The incumbent exercises considerable independent judgment relating to the development and deployment of treasury principals, procedures and policies pertaining to the management of asset and debt portfolios. Treasury Officer is distinguished from Assistant Controller in that the incumbent of the latter has overall responsibility for the Finance Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to the following:

Plans, organizes, supervises and reviews the work and activities of subordinate employees who conduct various treasury functions within the Finance Department, including cash and debt management.

Invests all idle funds on deposit to return the highest yield, keeping safety, liquidity and yield in their proper perspective.

Negotiates the purchase, sale and exchange of securities.

Develops and monitors accounting, investment, customer service and operational policies/procedures, and when necessary, recommends and implements improvements.

Analyzes and determines effectiveness of short and long-term financing programs and recommends alternative financing products.

Implements the issuance of municipal debt instruments, such as the City's tax and revenue anticipation notes.

Coordinates ongoing administration of City municipal bonds.

Develops and administers various vendor contracts for financial services, including but not limited to, banking, safekeeping, armored transport and credit card services.

Supervises the maintenance of financial records pertaining to security transactions.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Current financial and accounting principles, methods and procedures as applied to municipal and governmental transactions.

Governmental cash management, municipal finance and local taxes.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and treasury management systems.

Ability to:

Interpret and implement provisions of municipal ordinances, regulations and provisions associated with cash management, debt administration and collection procedures.

Plan, assign and coordinate the work of professional and clerical staff.

Establish and maintain effective working relationships with staff, other city officials and the public.

Prepare concise and meaningful financial and statistical reports, and make recommendations.

Effectively communicate, verbally and in writing.

Develop and adapt office procedures and policies that promote efficient work flow and good working relations among staff.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited four-year college or university with major course work in accounting, business administration, public administration, or a related field;

AND

Experience:

Two years of supervisory experience in the administration of government bonds, financial analysis, or financial management for a public organization.

Special Requirement(s):

Possession of a valid license as a Certified Public Accountant issued by the State of California Board of Accountancy is desirable.

Possession of a valid California Driver's License may be required.

APPROVED: _____ DATE: _____
Signature on File 09/19/16
Director of Personnel Services

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Revised: SCM: lg 09/02/16