

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 113

CLASSIFICATION: City Treasurer

DEPARTMENT: City Treasurer's Office

CLASS DEFINITION: To plan, direct, manage, and oversee the activities and operations of the City Treasurer's Office including the portfolio of pooled investments, investments of special funds and bond proceeds, the daily banking and cash management, and the employee defined contribution plans; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor and members of the City Council.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the Mayor and Members of the City Council.

Exercise direct supervision over supervisory, professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all services and activities of the City Treasurer's Office including cash-flow forecasting; investment of pooled portfolio and bond proceeds; banking management; defined contribution plan management; and treasury and accounting services for certain legally separate funds.

Manage the development and implementation of the City Treasurer's Office goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Plan, direct, and coordinate, through subordinate level staff, the City Treasurer's Office work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Select, train, motivate, and evaluate the City Treasurer's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the City Treasurer's Office budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Establish standards for the reconciliation of all City bank accounts; determine, within State law, the parameters of risk management, investment of City monies and forecasting guidelines; recommend and administer policies and procedures for the prudent investment of City monies.

Establish and monitor policy to help ensure the City's and related agency monies, once deposited, are adequately safeguarded from fraudulent transactions.

Review and validate bond issues and other debt instruments; direct the trustees of the City and related agencies in the investment of bond proceeds.

Establish procedures for the management of the City's defined contribution programs and direct the keeping of records pertaining to the individual participants plan accounts; ensure programs are in compliance with federal and state laws and tax code laws.

Provide staff assistance to the Mayor and members of the City Council; prepare and present staff reports and other necessary correspondence.

Represent the City Treasurer's Office to other departments, elected officials, and outside agencies; coordinate City Treasurer's Office activities with those of other departments and outside agencies and organizations;

Explain, justify, and defend office programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

Participate on a variety of boards, commissions, and committees.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public accounting and finance; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Eight years of increasingly responsible financial management experience including three years of management and administrative responsibility supplemented by a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operations, services, and activities of a comprehensive public treasury program; advanced principles and practices of financial management; advanced principles and practices of program development and administration; principles, techniques, and mechanics of public fund investments; organizational and management practices as applied to the analysis and evaluation of investment, defined contribution programs and policies; modern and complex principles and practices of public finance and accounting; banking laws relating to municipal finance and treasury program development and administration; concepts of information technology and its application to accounting systems; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; use of internet technology; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; pertinent federal, state and local laws, codes and regulations.

Ability to: Manage and direct a comprehensive public treasury program; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of lower level staff; delegate authority and responsibility; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new

service delivery methods and techniques; provide administrative and professional leadership and direction for the City Treasurer's Office; identify and respond to community, Mayoral, and City Council issues, concerns, and needs; develop and maintain accounting and financial monitoring systems; allocate limited resources in a cost effective manner; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable federal, state, and local policies, laws, and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of financial management certifications such as Certified Treasury Professional (CTP), Certified California Municipal Treasurer (CCMT), or Chartered Financial Analyst (CFA).

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Revised 9/1993 – Sibson and Company
Revised 9/1989 – Ralph Andersen & Associates
Revised 9/2008 – P. Saldivar
Revised 11/2009 – Johnson & Associates