



ASSISTANT TREASURER

FC: FF230
PB: 13

PC: 970
BU: 95
July 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and operations of the Treasury Division within the Controllershship Department including investment policy, disbursement of District monies, and coordinating debt issuance; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Controller-Treasurer; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class manages, through subordinate managers and supervisors, all Treasury Division functions for the District. Responsibilities include accountability for accomplishing division goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF DUTIES:- *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Treasury Division including investment policy, disbursement of District monies, and coordinating debt issuance.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Coordinates investment strategies with municipal finance community; invests District funds and securities; authorizes disbursement of monies; reviews investment results.
6. Directs and implements District debt issuance; selects underwriters and financial advisors; evaluates effect of debt issuance on District financial performance.
7. Plans and coordinates various capital projects involving collection or disbursement of monies; monitors the work of contractors involved in projects with other District departments.
8. Prepares and approves District financial reports on investments, cash position, bond fund, special and district service funds.
9. Oversees and supervises, through subordinate management staff, all aspects of the collection, processing and reconciliation of revenue from the District's automatic collection program.
10. Reviews correspondence with patrons and financial representatives regarding issues dealing with ticket refunds, bond coupon redemptions, and other financial disbursements to outside parties; delegates correspondence and problem resolution to subordinate staff.
11. Arranges bond sales; negotiates agreements with paying agents; responds to issues or concerns on bond programs.
12. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice, and procedural improvements.
13. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
14. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
15. Serves as the liaison for the Treasury Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
16. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
17. Provides responsible staff assistance to the Controller-Treasurer; represents Controller-Treasurer as assigned.

18. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to financial management and accounting programs, policies and procedures as appropriate.
19. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive treasury management and investment program.

Principles and practices of economics, accounting and financial management.

Principles and practices of general fund and government accounting.

Principles and practices of program development and administration.

Principles, practices, rules and regulations governing bond programs.

Methods and techniques of investment financing.

Practices and regulations of securities markets, banking operations and bond insurance.

Practices, methods, and techniques utilized by fiscal agents, trustees, underwriters and rating agencies.

Principles and practices of revenue control and security.

Use and operation of financial security systems.

Advanced mathematical and statistical techniques.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Related Federal, State and local laws, codes and regulations.

Principles and practices of computer user application including input/output processing and basic systems concepts.

Skill in:

Overseeing and participating in the management of a comprehensive treasury management and investment program.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets.

Analyzing and managing the District's cash and investment programs.

Interpreting complex financial statements.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Analyzing financial market fluctuations for application to District investments.
Performing complex mathematical and statistical calculations and analyses.
Preparing and presenting clear, concise, and complete financial and management reports.
Interpreting and applying Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in accounting, finance, business administration, economics, or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional accounting or financial management experience which must have included at least two (2) years of administrative and supervisory responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

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