

CITY OF CARSON

Title: CHIEF DEPUTY CITY TREASURER

Job Summary:

Under the direction of the City Treasurer, provide administrative and professional support to the City Treasurer involving departmental operations and activities.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assist the City Treasurer in the control and administration of City and Redevelopment Agency investments; assist in developing investment strategy; conduct financial analyses of financial institutions for investment purposes; monitor cash flow activities and assure compliance with City financial institutional requirements and guidelines; implement and maintain computerized investment program.
2. Assist the City Treasurer by relieving the City Treasurer of a variety of administrative detail as assigned; perform a variety of special projects related to management and organizational functions including productivity, budgeting, financial analyses and office systems.
3. Prepare recommendations and implement new procedures and methods; review and analyze investment procedures and assist in the analysis of revenue and financial information system reports.
4. Maintain efficient and effective departmental operations by providing timely communication to staff regarding issues affecting job performance and assuring that services provided by the City Treasurer's Office meet acceptable standards of quality; establish schedules for work to be completed.
5. Supervise and participate in receiving and processing revenues ; assure the security of revenues.
6. Supervise, train and evaluate assigned personnel.
7. Maintain and reconcile City Treasurer's Books; prepare various financial reports for Council/Agency members; compile financial data for various auditors, oversee various disbursement accounts to assure accuracy and determine that expenditures are proper for public funds.
8. Provide information to and consult with the public; perceive and resolve issues and complaints.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Graduation from high school or equivalent and four years increasingly responsible accounting experience involving financial analysis including one year supervisory experience.

Knowledge of:

- . Accounting principles and practices.
- . Government Code pertaining to public funds.
- . Investment instruments and techniques and practices related to municipal investments, banking and investment environment.
- . Computerized investment systems.
- . Governmental accounting systems and practices.
- . Principles and practices of supervision and training.
- . Applicable laws, codes, regulations, policies and procedures.
- . Technical aspects of field of specialty.
- . City organization, operations, policies and objectives.

Skill and Ability to:

- . Provide administrative and professional support to the City Treasurer involving departmental operations and activities.
- . Train and supervise assigned personnel.
- . Conduct research, collect and evaluate information and formulate alternatives and recommendations.
- . Prepare accurate financial and statistical reports.
- . Plan and organize work.
- . Work independently with little direction.
- . Assign and review the work the others.
- . Operate personal computer and related software.
- . Meet schedules and time lines.
- . Analyze situations accurately and adopt an effective course of action.
- . Work confidentially with discretion.
- . Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- . Communicate effectively both orally and in writing.
- . Operate office equipment.

Licenses or Certificate:

An incumbent in this position must be able to be bonded.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- . Is subject to inside environmental conditions.
- . May be required to work evenings or weekends.