

TREASURY MANAGER

*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

Plans, organizes, and directs the activities of various treasury programs and functions within the City Treasurer's Department; ensures that monies are collected, allocated, and invested according to City ordinances, policies, and procedures; and performs other related work as assigned; and performs other related work as assigned.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, supervises and reviews the work and activities of Treasury Department employees who conduct various treasury functions, 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 in accordance with approved investment policy guidelines; negotiates the purchase, sale and exchange of securities; develops and monitors accounting, investing, collection, customer service and operational procedures, and when necessary, recommends and implements improvements; analyzes and determines effectiveness of short-term and long-term financing programs, and recommends alternative financing products; implements the issuance of municipal debt instruments; coordinates ongoing administration of City municipal bonds; coordinates ongoing administration of City Community Facilities Districts; supervises the maintenance of financial records pertaining to security transactions; serves as primary contact for treasury activities with various investment, trust, and banking institutions, investment advisors, brokers, external auditors, and regulatory officials; and performs other related duties as assigned. Assists City Treasurer in facilitating meetings and reviewing department reports with City Council and the Treasurer's Investment Oversight Committee.

MINIMUM QUALIFICATIONS

Knowledge of:

- Security and Exchange Commission regulations.
- Municipal Securities Rulemaking Board regulations.
- Accounting principles and practices.
- Investment markets and forecasting.
- Banking and savings institutions.
- Brokerage industry.
- Investment accounting, internal controls, and investment policy.
- Applicable local, state, and federal laws, ordinances, regulations and requirements.

- Revenue collection methods.
- Computerized financial systems.

Ability to:

- Evaluate need for acquisition and sale of funds and investment of surplus to ensure appropriate risk and credit quality of portfolio.
- Evaluate short-term and long-term financing programs and implement the issuance of municipal debt instruments.
- Write financial reports and make recommendations with regard to financial policies and programs.
- Examine policies, procedures, and guidelines to improve efficiency and reduce costs.
- Comply with applicable local, state, and federal laws, ordinances, regulations, and requirements.
- Analyze financial records to forecast future financial position and budget requirements.
- Perform mathematical calculations.
- Direct the activities and monitor performance of assigned staff.
- Develop and implement training objectives.

Experience and Training Qualifications

Experience: Four years of experience in public sector finance, including investment experience; four years of experience with computerized financial systems; and two years of supervisory experience.

Training: A Bachelor's degree or higher in finance, accounting, business administration, public administration, or a closely related field. A Master's Degree is highly desirable.

License: A current, valid, California driver license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.