



Job Code: 0078
FLSA: E
Unit: MGMT
Revised: 7/01

FINANCIAL SERVICES MANAGER-TREASURY

DEFINITION

Under general supervision from the Director of Finance, the Financial Services Manager-Treasury is responsible for the issuance and administration of the City's debt, collection of City revenues, and investment of idle City funds; supervision of professional and non professional staff; performance of highly responsible professional finance/accounting tasks; as assigned assisting the Director in the general administration of the department; and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Finance. Exercises supervisory responsibility of other professional and technical personnel.

TYPICAL DUTIES

1. Supervises the issuance of debt instruments to include assisting in the recruitment and selection of financial advisors and consultants--overseeing, coordinating, and reviewing their work; providing needed assistance and information; and assisting in the development of marketing strategies.
2. Supervises the administration of City indebtedness to include: determining and apportioning assessment district fees and charges--ensuring their accurate and timely reporting to the county tax collector, and ensuring their timely collection; and reconciling assessments to collections--determining and pursuing delinquencies, ensuring proper investing and accounting of bond proceeds, and calculating arbitrage per IRS requirements.
3. Supervises the collection of City revenues to include: participating in the establishment and setting of City fees and charges; forecasting City revenues; researching and assisting in the establishment of revenue sources; as directed, implementing new revenue sources; directing the auditing of City revenues; and ensuring the timely receipt of grant funds.
4. Supervises the investment of City funds to include: calculating monies available for investment, determining longer term investment strategies to ensure appropriate investment returns, ensuring investments are

consistent with established investment policies, reviewing and approving daily investment activities.

5. Supervises assigned staff to include: recommending new hires, developing subordinates, establishing and communicating performance standards, assigning work, setting priorities, evaluating performance, recommending merit increases, investigating and resolving employee issues, and advising the Director on a variety of personnel issues.

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6. Responsible for developing and recommending policies and procedures to govern areas of assigned responsibility.
7. As directed, undertakes and/or directs the undertaking of financial studies and projects.
8. As assigned, supervises the preparation of the City's annual operating budget.
9. Prepares and administers the operating budget for assigned areas of responsibility.
10. As assigned, represents the Director and/or acts for the Director in the Director's absence.
11. Represents the department in relationships with agencies, organizations and committees.
12. As assigned, assumes responsibility for and performs professional level work in other areas of municipal finance or accounting.
13. Provides general supervisory assistance in the administration of the department.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Contemporary municipal accounting and financial practices and procedures
2. Assessment district formation and administration
3. Contemporary public investment strategies, vehicles, regulations, and practices
4. Accepted auditing practices
5. Municipal revenue sources

6. Contemporary supervisory theory and practice

Ability to:

1. Supervise both professional and non-professional accounting and finance personnel to include: evaluating prospective employees, establishing performance standards, motivating employees to reach and maintain performance standards, developing employee skills/abilities, assigning work, setting priorities, and addressing employee issues and concerns.
2. Review and evaluate alternative debt instruments and strategies.
3. Review the work of financial advisors and consultants to include actions proposed and documents produced; coordinate the work of multiple financial advisors/consultants; determine and apportion assessment district fees and charges; reconcile and account for fees and charges received; and calculate arbitrage.
4. Evaluate and decide appropriate long- and short-term investment strategies and vehicles.
5. Undertake and/or direct the undertaking of financial/accounting studies and projects.
6. Assist in the general administration of the Finance Department.
7. Make oral presentations.
8. Provide professional advice and assistance to City staff.

Education:

Four year degree in either accounting or finance; additional education or training desirable.

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