

CLASS SPECIFICATION
Treasury Operations Division Manager

GENERAL PURPOSE

Under general direction, manages and directs the activities of staff engaged in City treasury operations; manages the City's revenue program and cash and investment portfolios; acts as the City's primary cash manager, which includes recognizing revenue, managing receivables and the receipt of cash, investing City funds and payment of cash to meet City obligations; manages City banking relationships; assists the City Treasurer in administering and reporting on investment activities; manages cashier functions and the business license and false alarm programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Treasury Operations Division Manager is responsible for the day-to-day management of the City's treasury operations to ensure the maintenance of sound internal controls over the City's cash and securities assets and the timely and accurate recording of all cash receipt and disbursement transactions. The incumbent performs cash management analyses, advises the City Treasurer on funds available for investment and manages the City's banking relationships. The incumbent performs highly detailed and complex duties in ensuring the accuracy and integrity of the City's current financial data. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Treasury division of the Finance department; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations;

provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Manages the day-to-day operations of the City's treasury functions; establishes and maintains sound internal controls over all cash and securities; oversees the recording and balancing of treasury receipts and disbursements; ensures transactions are audited for accuracy and properly documented prior to processing; oversees and confers with outside auditors on year end closing and reviews schedules for accuracy and completeness.
5. Performs daily cash management analyses; determines cash available for investment; tracks activities affecting the City's checking accounts; plans for large cash disbursements and transfers funds between checking and short-term investment accounts; ensures accurate preparation of cash investment reports for the City Treasurer and City Council; analyzes data to ensure requirements for the City's tax exempt bonds are met.
6. Manages the City's cash and investment portfolios; analyzes and interprets market conditions and develops appropriate investment strategies; monitors and identifies funds available for investment; compares available investment opportunities and identifies the strategy most beneficial to the City.
7. Manages, monitors and evaluates the City's revenue program, including the business license and false alarm programs; analyzes data for trends or anomalies; projects future revenue stream trends; conducts research and identifies potential sources of additional revenues and prepares reports and recommendations; identifies issues with administration of the business license program and recommends or takes courses of action to enhance enforcement and results.
8. Manages the City's ongoing relationships with banking institutions; works with banks to resolve transaction errors and problems and ensure accurate cash balancing; researches and identifies banking services that will benefit the City.
9. Evaluates treasury operations, procedures and practices and implements changes to procedure and practice for operation effectiveness; assists the City Treasurer in developing and revising treasury policies and procedures.
10. Advises City and department staff on treasury and banking issues.

OTHER DUTIES

1. Researches and identifies new technologies and systems to improve City treasury functions.
2. Provides direction to City staff responsible for receiving cash through the mail and at public counters on proper cash handling.
3. May act for the Finance Director/City Treasurer in that individual's absence.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, enterprise and governmental accounting, including the principles and practices of internal control.

2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Principles, practices, methods, techniques and terminology used in treasury management.
4. Principles, practices and legal precedents governing commercial banking relationships.
5. Research methods and statistical and financial analysis and modeling techniques.
6. City functions and programs and associated cash management and financial reporting issues.
7. Principles and practices of business data processing particularly related to the processing of accounting and financial information.
8. Standard spreadsheet and treasury management software.
9. Principles, practices and precedents in the City's development and administration of revenue-generating programs, such as false alarm and business license programs.
10. Principles and practices of sound business communications.
11. Principles and practices of effective management and supervision.
12. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, direct and supervise the work of staff engaged in performing the full range of treasury and cash receipting and management operations, including management of the City's banking relationships.
2. Organize, set priorities and exercise sound expert independent judgment within areas of responsibility.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Perform complex cash management analyses to forecast funds available for investment, while anticipating large cash disbursement needs for City and bureau programs and functions.
5. Operate a computer and spreadsheet and specialized cash and treasury management software.
6. Perform complex mathematical calculations and analyses and prepare clear, concise and comprehensive financial and treasury statements, reports and written materials.
7. Present proposals and recommendations clearly, logically and persuasively.
8. Understand, interpret, explain and apply City codes and ordinances applicable to the City's treasury operations and investment accounting activities.
9. Exercise sound, expert independent judgment within general policy guidelines.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Establish and maintain effective working relationships with all levels of City management, City Council members, bank officials, City staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance or accounting or a closely related field; and at least seven years of progressively responsible finance and accounting experience, at least three years of which was in treasury operations, and at least two of which was at a supervisory level; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, City Council members, bank officials, City staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.