

CITY TREASURER
(Elected)

DEFINITION

To manage the City's Investment portfolio; oversee the retirement of City bonds; sign all City warrants and reconcile all City bank statements.

SUPERVISION RECEIVED AND EXERCISED

May receive administrative direction from the City Manager.

No supervision exercised.

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

Oversee the investment of all City idle funds.

Sign all City warrants.

Prepare monthly reports to the City Council on the financial condition of City and on City expenditures.

Reconcile all City bank statements.

Calculate property owner assessment district balances upon request.

Manage City's bond programs including pay interest coupons; call bonds and retire bond obligations, as deemed necessary.

Perform related duties as required.

QUALIFICATIONS

This is an elected position, as such the only qualifications are that the individual be a registered voter in the City. The following qualifications, therefore are desirable, not required.

Knowledge of:
Municipal revenue sources.

Methods, practices and principles related to the investment of city idle funds.

Basic assessment district and bond financing techniques.

Methods, practices and principles related to evaluating municipal cash flow needs.

Ability to:

Invest City idle funds in a wise and prudent manner.

Meet the public and provide required information pleasantly and efficiently.

Communicate effectively and tactfully in both oral and written forms.

Establish and maintain complex and extensive financial record keeping systems and files.

Operate and use a variety of office equipment.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

(Elected position)

Education:

(Elected position)

License or Certificate

Possession of a valid California State Driver's License.