

DEPUTY TREASURER

JOB PURPOSE AND SUMMARY

The Deputy Treasurer is responsible for planning, directing, managing and overseeing the daily activities and operations of the Treasurer's Office including revenue development, debt administration, tax collection, investment oversight, data base management and cash management. In particular, the Deputy performs all statutory duties of the County Treasurer during the Treasurer's absences. Work involves coordinating with other County departments and outside agencies and providing highly responsible and complex administrative support to the County Treasurer.

CLASSIFICATION DISTINCTIONS

This is a single incumbent classification involving advanced professional application of leadership skills, problem solving abilities, technological efficiencies and innovative, sensitive customer service. The Deputy Treasurer is a skilled facilitator and applies political acumen and sound decision making capabilities to the development of policy. The position receives administrative direction from the County Treasurer and exercises direct supervision over management, supervisory and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assumes management responsibility for all Treasurer's Office services and activities including treasury management, computerized systems development, investment oversight, and debt administration; recommends and administers policies and procedures; acts as the Treasurer during periods of the Treasurer's absence.
- Manages the development and implementation of the Treasurer's Office goals, objectives, policies, and priorities for each assigned service area; establishes, within County policy, appropriate service and staffing levels; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate managers and supervisors, the Treasurer's Office work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.

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- Facilitates development and operation of revenue tracking and monitoring system, financial, and operational reporting and other programs to ensure the effectiveness of the County's financial management policies and systems relative to cash, investments and debt management.
- Jointly coordinates with the County Manager, Auditor and Office of Budget the County's biennial operational budgets and five-year capital budgets reflecting revenue resources and expenditures, utilization as a member of the County Finance team.
- Represents the Treasurer's Office to other County departments, elected officials, and outside agencies; explains, justifies, and defends treasury programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Manages and participates in the development and administration of the Treasurer's Office budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation of and implements budgetary adjustments as necessary; develops three-year budget forecast through various scenarios and assumptions.
- Selects, trains, motivates, and evaluates Treasurer's Office personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Evaluates policies, procedures and systems governing data processing for the Treasurer's office including general ledger, treasury operations of cash ledger, real/personal property tax collection, and local improvement district collection systems; monitors accuracy and timeliness of cash financial statements for taxing districts.
- Coordinates treasury activities with other agencies inside and outside the County including school districts, title companies, and junior taxing districts.
- Manages the preparation of treasury related statements included in the County's Comprehensive Annual Financial Report; provides staff assistance to the Treasurer and Board of County Commissioners; prepares and presents staff reports and other necessary correspondence.
- Coordinates and administers debt obligations for County and junior taxing districts which includes working with and coordinating efforts of financial advisors, bond counsel, and financial institutions; coordinates the computerized monthly amortization of debt obligation activities; recommends financing methods for both the County and its junior taxing districts.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of treasury management. These may include County Management Team, Deferred Compensation

Governance Board, Health Self-Insurance Governance Board, Internal Services Committee, and others as time permits.

- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration or a related field; and,
- Five to eight years of increasingly responsible financial management and accounting experience including two years of management or supervisory responsibility.
- Certified public accounting license desirable.

Knowledge of: advanced principles and operational characteristics, services and activities of a comprehensive treasury program; organization and management practices as applied to the guidance and motivation of employees and analysis and evaluation of programs, policies and operational needs; advanced principles and practices of accounting and cash flow analysis; modern and complex principles and practices of budget and program development and administration; principles and practices of statistical analysis; pertinent Federal, State, and local laws, codes, and regulations; principles of supervision, training, and performance evaluation; modern, complex computerized financial reporting and management information systems.

Ability to: plan, organize, direct and coordinate the work of management and supervisory personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; provide administrative and professional leadership and direction for the Treasurer's Office; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate investment and service delivery methods, procedures and techniques; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; prepare clear and concise reports; interpret and apply Federal, State, and local policies, procedures, laws, and regulations; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient treasury services; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, the general public, and media representatives.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work is performed primarily in an office environment and requires the ability to observe and counsel employees, operate personal computers and telephones, travel via air to conduct County business related to investments and debt financing.

Revised: 07/08/2015
Office use: 06/20/2000