

TREASURY SERVICES SUPERVISOR

DEFINITION

Under general supervision, supervises, coordinates and participates in the administration, collection, custody and disbursement of City funds administered by the Treasury and Customer Service Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assist the Treasury Manager in monitoring the City's investment portfolio. Supervise and participate in the administration of the City's banking, investment and safekeeping programs. Assist in the development and implementation of policies and procedures to insure collection and depositing of all City funds in a timely and accurate manner. Supervise compliance with revenue receipting techniques and make recommendations as needed. Supervise and participate in the scheduling of work of all Treasury personnel on a daily basis. Coordinate Treasury activities with other City departments, divisions and sections. Coordinate Treasury activities with outside agencies. Prepare reports, supervise, train and evaluate assigned staff. Receive and evaluate customer complaints and disputes, recommend resolutions and respond to customers accordingly. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This single position class is responsible for the supervision and coordination of the Treasury Section. Additionally, this position has primary responsibility for the overall coordination of the Treasury Section.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years increasingly responsible professional work experience in treasury, cash management, finance, accounting and cash control, including one year in a lead or supervisory capacity. Bachelor of Science or Arts degree in accounting, finance, business administration, or related fields may be used in combination with experience to meet the necessary minimum qualifications, or any equivalent combination of experience and training which provides the following:

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Effective supervisory and organizational techniques and knowledge of general characteristics of cash receipting and investment techniques; principles and procedures relating to accounting, banking, financial recordkeeping, auditing and reporting; principles and practices of organization, administration and staff management; modern office practices, methods and procedures.

Ability to: Plan, assign, supervise and review the work of Treasury staff engaged in various related activities; effectively handle conflicts with customers and maintain good public relations while protecting the City's interest; develop and interpret Treasury policies and procedures; perform research and mathematical computations and maintain complex financial records; communicate clearly and concisely, orally and in writing; participate in and prepare a variety of financial statements and reports; operate computer terminals and personal computers; establish cooperative relations with all staff levels.

### SPECIAL REQUIREMENTS

Must possess and keep current, a valid California Class C Driver's License.

### DESIRABLE CHARACTERISTICS

Successful performers combine a strong sense of quality customer service with good supervisory and organizational abilities. They are helpful and pleasant to other staff, the public and to vendors and other visitors, and use tact and direction even when working under short deadlines. They are discreet and can be trusted with highly confidential information regarding the City's investment portfolio. They are ethical and honest and have a high commitment to excellence in the workplace.

Class title established per Council Resolution No. 99-023,  
effective 7-1-99

ADA Approved: 2/00