

CITY TREASURER

1285

Date: May 2006

Department/Division: Finance

FLSA: Exempt

Reports to: Finance Director

PURPOSE OF POSITION

Under the general direction of the Finance Director, assumes responsibility and accountability for the custody of all financial assets of the City. Manages monies of the Police Pension Fund, Fire Pension Fund, and City Funds to obtain maximum cash availability and maximum yield on invested idle cash while ensuring that the amount of principal invested is protected from loss.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Oversees operations related to banking, investments, and employee benefits.
- Performs debt analysis and monitors cash management.
- Hires, trains, and evaluates staff members.
- Assists the Finance Director, City Manager, and City Council.
- Establishes, directs and administers financial investment methods and systems employed.
- Seeks out the "best" rate and invests City funds and funds of the Police and Fire pension funds by collaborating with financial advisors, researching investment trends, selecting the best investment rate and coordinating payment arrangements.
- Compiles various financial reports (i.e., investment status and earnings).
- Establishes revenue collection policies and procedures for each major source of revenue, type of expenditure or category and vendor.
- Establishes special deposit procedures that have major revenue processing problems (i.e., utility collection).
- Establishes deposit procedures for each type of revenue and collection location.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's Degree in accounting, public or business administration and five years experience in responsible administrative or accounting work relating to municipal, financial investment or banking operations at the level of Accountant or equivalent. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Thorough knowledge of State laws and City ordinances governing operations of the City Treasurer's function; thorough knowledge of banking practices and methods involved in the receipt and disbursement of money and in keeping bank cash and related fiscal records; knowledge of the principles and practices of public administration; knowledge of the principles of supervision and office management; knowledge of accounting principles and practices and of the principles of municipal finance; ability to plan, lay out, supervise and coordinate the work of office employees; ability to establish and maintain satisfactory relationships with employees, City officials and the public; good physical condition.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak effectively with fellow employees, City Council, and the general public; read in English; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions. Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees and the general public.

Work Environment

Ninety percent of work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Travel in all types of weather extremes to attend training and/or organizes meetings conferences, and workshops; must be mobile and able to visit complainants and businesses within the metro area.

Special Requirements

None.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

Department Approval

Date

The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382

Dated: May 31, 2006