

Position Code: 0560	FLSA Status: Exempt
Pay Code: 2	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the Treasurer. The class is responsible for acting as Deputy Treasurer. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities to the City Treasurer through periodic conferences and meetings.

TYPICAL TASKS

- Represents the Treasurer’s Office and the City of Chesapeake in a wide range of functions and activities.
- Advises the Treasurer regarding general matters pertaining to the Treasurer’s Office.
- Assists with organization, administrative procedures, and related issues.
- Coordinates refuse operations of subordinate staff.
- Supervises and assigns subordinate administrative activities and clerical support.
- Inspects subordinate work in order to ensure compliance with departmental policies and procedures.
- Researches and analyzes data, and interprets process to assist in development and implementation of new procedural policies within the Treasurer’s Office.
- Performs sustained computer work, overseeing and supervising the development of complicated documents and conducting research.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a fiscal or legal nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor’s degree in finance, accounting, public administration, business administration, or a closely related field or substantial (5 years or greater) vocational training in the Office of the City Treasurer.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.

City of Chesapeake

Class Title: Deputy City Treasurer

**Special Certifications
and Licenses**

Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.