

Job Class Code: 0590	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 9

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operation of the City's Treasurer's office. The class is responsible for supervising staff, establishing policy and procedures, planning and managing financial processes, evaluating performance, documenting activities, and reporting events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Develops policies and procedures in consultation with elected or appointed officials, senior management, department heads, department staff, and system users to ensure efficient and accurate financial processes; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies. • Monitors and researches trends in financial accounting and processing, and laws, rules, and City policy to develop or improve financial processes. • Directs financial processes of department including deposits, cash receipts and disbursements, maintenance of journals, cash books, and ledgers, investments, and management of cash flow. • Advises elected and appointed officials, department heads, staff agencies, and the public on financial matters. • Represents the City on boards or committees involved in financial planning, management, or other financial issues. • Oversees administrative matters such as developing budgets, administering expenditures, conducting special studies, preparing routine or special reports, developing and administering training, providing for staff technical or professional growth, and other administrative duties. • 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	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, and fiscal practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of accounting, financial, legal, or managerial methods in the solution of technical, administrative, financial, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.
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EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in finance, accounting, or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Qualifications for the position of Treasurer as prescribed by State statutes.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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.
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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.