

**MAJOR FUNCTION**

This is a responsible executive management position leading and directing the operations of the City Treasurer/Clerk's Office which includes the administration of a significant portion of the finances of the City as well as serving as clerk to the City Commission. The Treasurer-Clerk's Office is responsible for risk management and revenue functions, managing the City's investment portfolio, debt issuance, operating the City's employee retirement program, attending and recording City Commission meetings, and composing reports and letters on behalf of the Commission and the City. Independent judgment is required to review and approve recommendations with organization-wide policies. The position is appointed by and serves at the pleasure of the City Commission.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, organizes and controls the activities and program functions of the City Treasurer-Clerk's Office. Establishes, interprets, implements, and monitors the department's operating policies and administrative procedures to insure compliance with all applicable state and federal regulations. Establishes and directs sound financial management and investment practices; monitors fiscal performance. Effects strategic planning to ensure long and short-term financial goals and accomplishments. Oversees the development and administration of the department's budget. Determines cash needs and insures the adequacy of cash reserves. Insures the City's debt programs are in compliance with bond covenants and state and federal regulations. Oversees the administration of the City's records management and archives and clerking functions, including the coordination of Commission minutes, the City archive program, public record requests, contracts tracking and various related activities. Insures the completeness and integrity of all official records. Ensures internal controls and procedures for proper collection, processing and depositing of City monies. Oversees the administration of the City's risk management program, including the self-insured liability program, workers' compensation and insurance, and insures adequately funding levels for same. Oversees the administration of the City's retirement and pension systems. Directs financial professionals in the performance of above functions. Hires, transfers, advances, hears grievances, discharges or disciplines employees. Conducts performance evaluations and approves or disapproves merit increases.

**Other Important Duties**

Serves on committees, boards, and commissions as needed. Identifies opportunities to improve and direct and implement changes. Ensures department is in compliance with the City's Fair Employment Practices. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge in several professional disciplines, including financial analysis and investments, revenue collection, risk management, insurance, records management and retention and pension administration. Knowledge of federal and state legislation and regulations related to the practice of such disciplines. Extensive knowledge of the principles of modern governmental accounting and municipal financial management. Thorough knowledge of the organization, function and financial problems of municipal government. Thorough knowledge of internal controls necessary for the collection and protection of City funds. Thorough knowledge of fiscal investment and financial and statistical analysis techniques. Ability to analyze and interpret financial reports and technical data. Ability to analyze problems and exercise sound professional judgment to arrive at logical and valid conclusions. Ability to plan, assign, instruct, supervise and review the work of managerial, administrative, and professional personnel in a manner conducive to high performance and good morale. Ability to express oneself clearly and concisely, orally and in writing. Ability to work

effectively with an elected legislative body. Ability to establish and maintain effective working relationships as necessitated by the work. Possesses management style and values that are consistent with the City's mission and values. Skill in the use of personal computers and some associated programs and applications.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related business area and ten years of administrative and managerial experience in financial management, seven of which is in public sector financial management. Five years of the required experience must have been in a supervisory capacity. Certification as a Certified Financial Analyst (CFA), Certified Public Finance Administrator (CPFA), or Certified Public Accountant (CPA) may substitute for one year of the required experience. Possession of an MBA may substitute for two years of the required ten years of administrative and managerial experience in financial management.

Necessary Special Requirements

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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