

City of Portland

## CLASS SPECIFICATION

### CITY TREASURER

[*CLASS CODE*]

[*ESTABLISHED DATE*]

#### **CLASSIFICATION SUMMARY**

Reports to the Director of the Bureau of Revenue and Financial Services (BRFS). Under minimal direction, responsible for managing the Treasury Division and managing the investment of all City funds in accordance with statutes relating to investment of public funds and the City's current investment policy. Classification is exempt from Civil Service.

Responsibilities include: overseeing, directing, and managing all functions of the Treasury Division; providing strategic guidance, policy development, and day-to-day supervision of staff; ensuring the City's cash management, banking, and merchant services objectives, including policy, contractual, and compliance requirements, are met; managing the City's daily cash position and custody of cash; developing and executing the investment strategy for City cash; administering the foreclosure sale process.

#### **DISTINGUISHING CHARACTERISTICS**

City Treasurer is a single-incumbent classification that performs the duties as mandated in the City Charter and City Code, which requires that the City Treasurer be bonded, and is the only position in the City with the authority to open and close City bank accounts.

City Treasurer is distinguished from the Controller in that the former is responsible for managing centralized treasury and is required by City Charter to be bonded, and the latter is responsible for Citywide accounting and fiscal activity.

#### **ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Deliver merchant service solutions to Bureaus/Offices; identify and clarify City merchant needs, and design and deliver timely solutions; maintain regular contact with City's contracted merchant bank to stay apprised of new products, services, and evolving regulations; ensure City is in compliance with Payment Card Industry requirements.
2. Deliver cash management and banking solutions to Bureau/Office customers; open and close all City bank accounts; develop relationships with Bureau/Office program and finance staff; identify and clarify City banking needs, and design and deliver timely solutions; maintain regular contact with City's contracted depository bank to stay apprised of new products and services; communicate services to bureau customers via website and Treasury Advisory committee.
3. Develop, update, and maintain City's Investment Policy; draft annual updates in compliance with Oregon Revised Statutes (ORS); review proposed updates with Director of BRFS, Investment Advisory Committee (IAC), Oregon Short Term Fund Board, and City Council; provide subject-matter expertise to City's Socially Responsible Investment Committee (SRIC); provide policy support and fiscal impact of SRIC recommendations to City Council.

4. Plan, organize, direct, and manage work of the Division; set goals and performance measures; monitor staff performance; provide guidance, coaching, training, and discipline; evaluate performance and complete annual performance reviews; review and approve Division's audit schedules.
5. Oversee the City's Investment program; provide guidance and direction to Investment Officer; ensure compliance with City policies and ORS; maintain relationships with the City's contracted custodial bank; execute transactions in the Investment Officer's absence; provide advice and guidance on any proposed Council or constituent initiatives impacting the City's investment policies and procedures.
6. Administer the foreclosure sale process for properties approved by City Council per City Code 5.30; develop and implement rules governing the conduct of the foreclosure sale; coordinate with City Auditor, City Attorney, and any outside vendors to ensure compliance with City Code.
7. Track City's Public Employees Retirement System (PERS) and other post-employment benefit liabilities; analyze impact of OIC investment performance and other factors on City's pension obligations and fiscal sustainability; collaborate with Policy Team and City's PERS Advisory Group on policy and legislative issues; attend PERS Board and PERS Employer Group meetings.
8. Manage contracts for the City's banking, merchant, and investment custody services; develop and administer Requests for Proposals (RFPs); negotiate contracts and present to City Council for approval; oversee contractor performance.
9. Collaborate with Bureau/Office staff on development and maintenance of City's Comprehensive Financial Management policies and procedures by identifying policy and procedure needs and drafting proposed changes; provide advice, guidance, and training on implementation.
10. Manage the Division's annual budget, controlling expenditures and preparing budget packages.
11. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by the Director of the Bureau of Revenue and Financial Services.

Directly supervises employees as assigned.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough knowledge of municipal finance, fixed income securities, financial and credit markets, including operations, regulatory requirements, and best practices.
2. Thorough knowledge of relevant federal, state, and local laws, statutes, regulations, ordinances, policies, and court decisions, including Oregon's Local Budget Law, City Code, and securities and tax laws, and the ability to analyze, interpret, explain, and apply them.
3. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration.
4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Ability to communicate effectively, clearly, logically, and persuasively, both verbally and in writing; ability to prepare clear, concise, and comprehensive reports, correspondence, and other documents involving technical, budgetary, and financial data; communicate complex analytical topics to non-financial audiences.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.

7. Ability to establish and maintain effective working relationships with Bureau/Office staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
8. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to utilize City-specific technology, general office software, and investment, business, and financial software related to statistical analysis and data management.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in finance, economics, or related field;

AND

**Experience:** Ten (10) years of increasingly responsible experience managing programs, activities, and personnel within areas related to finance, investment management, and municipal banking, including three (3) years in a supervisory role.

**Special Requirements and/or Qualifications:**

None.

**Preferred Qualifications:**

Specialty certification including Financial Industry Regulatory Authority (FINRA) series 7, Certified Public Finance Officer (CPFO), or an equivalent certification.

Supervisory experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: