

NEW CASTLE COUNTY GOVERNMENT

Number 0262

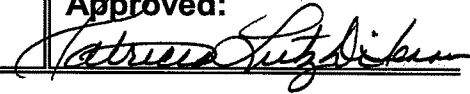
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CLASS SPECIFICATION

Date 05/01/01

Title: TREASURY MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Responsible for the management of the County treasury operations, including the billing and collection processes, customer service operations, banking and investment relationships, custodial account services and computerized information systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages the comprehensive activities of the County-wide treasury operations. Responsibilities include planning, development and maintenance of treasury and management systems. This employee is responsible for all functional and administrative operations and has wide latitude for the overall evaluation, development and implementation of the treasury management process. Work is performed under the administrative direction of the Chief Financial Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Directs all treasury-related activities of New Castle County;
- Develops policies and procedures for treasury operations and ensures that they are implemented;
- Oversees the collection of tax and sewer receivables;
- Develops inter-state and intra-state banking relations for investment, operation and debt management;
- Manages the processing of various receipts and disbursements, the related investment of available monies and the development of cash flow projections;
- Coordinates treasury activities with other agencies, departments and managers as required;
- Reviews timely analysis of complex financial matters;
- Manages staff;
- Assists in special projects as assigned by the Chief Financial Officer;
- Coordinates the evaluation, development and implementation of automated treasury information systems;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Prepares budgets and financial forecasts;
- Develops and oversees implementation of quality control procedures;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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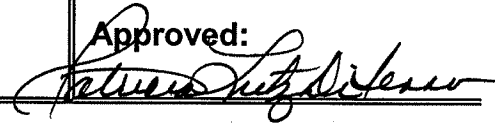
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Date 05/01/01

CLASS SPECIFICATION

Title: TREASURY MANAGER

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of treasury management including billing processes and collection procedures; comprehensive knowledge of investment and banking procedures; thorough knowledge of the laws, policies and procedures applicable to treasury management; thorough knowledge of computerized management information systems; good knowledge of financial techniques and ability to apply those techniques to various financial activities and reports; demonstrated ability to coordinate operational functions and manage related personnel; ability to establish and maintain effective working relationships with subordinates, officials, other agencies and the public; ability to administer and manage the work of professional and clerical staff; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least ten years managerial experience within a complex financial operation and practical experience in the application of automated management information systems and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, financial management or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 11/15/94
Revised: 07/01/97
Revised: 11/01/97
Revised: 05/01/01