



CLASS SPECIFICATION

Class Code: 60000325
Date Established:
Last Reviewed: 10/2022
Last Revised: 10/2022
Last Title Change:
FLSA: Exempt

CHIEF DEPUTY TREASURER

DEFINITION

Under general direction, plans, organizes, and supervises the operations of the Treasurer's Office; assist the County Treasurer with oversight of the department; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in Accounting, Finance, business administration, or closely related field and three years of full-time management or supervisory experience within the finance/bookkeeping and/or tax billing field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at time of application.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory staff and support staff, as needed.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, direct, supervise and coordinate the functions and operations of the Treasurer's Office in accordance with statutory requirements.

Analyze and project interest revenues; estimate resource requirements; document and report performance measures; conduct product research; review budget reports; and approve purchases and expenditures.

Oversee and determine daily cash flow requirements, analyzing cash requirements for operational functions to meet projections; determine cash availability for short-, medium-, and long-term investment; for not only Washoe County funds but also for the Washoe County Investment pool, which contains other local government agencies funds. Coordinate with third party investment management company to invest funds accordingly.

Analyze and develop recommendations regarding investment opportunities for Washoe County funds and those of the Washoe County Investment Pool. Verify and balance all investment statements, including compilation and allocation of investment interest earnings.

Supervise the day-to-day banking functions with the County's financial institution. Open and close all bank accounts for Washoe County, and manage personnel access to accounts.

Analyze existing policies and procedures and assist the Treasurer with the formulation and implementation of new departmental programs, policies and procedures to ensure effective operations.

Represent the Treasurer and the County at various meetings with other government agencies, auditors, and taxpayers regarding Treasurer's Office functions, operations, and problems.

Serve as Treasurer's Office Legislative Coordinator. Participate in the development of departmental opinions which involves reviewing bill drafts for impact and writing evaluations, fiscal notes, and positions on proposed legislative issues.

Analyze the operational impact of changes in legislation that affect the Treasurer's Office.

Verify and interpret tax levy and collection information for the general public, external auditors, and State and County bond council for bond rating statistics, and other County departments or government entities for comparison or statistical information.

Apportion real estate and personal property taxes collected, including the verification of the accuracy of apportionments.

Complete the property tax annual billing process for Washoe County with the assistance of staff. Work with other County Departments, local government agencies, and departments within the State of Nevada to ensure components needed for the annual billing process are received timely and with accurate information. Perform the tax billing in the department's software program and audit tax calculations to ensure accuracy.

Participate in the design of tax bill forms and planning of the procurement process. Coordinate the printing and mailing of the real estate tax bills with the print vendor to meet statutory requirements.

Provide input into the development, preparation, and administration of the Department budget.

Ensure annual field audits of change and petty cash funds within Washoe County are completed as required by the Central Cashiering Ordinance and in accordance with Washoe County Code.

Supervise assigned staff which includes staff selection, provide training in proper work methods and techniques, assign and review work, conduct performance evaluations; implement discipline and conflict resolution as necessary.

Act as County Treasurer in the Treasurer's absence or when delegated.

Evaluate prepared analysis by staff and select and/or modify department software and equipment needed in conjunction with business needs, best practices, customer service enhancements and process improvements.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional, policies, practices, and procedures including comprehensive knowledge personal and real property tax collection.

Organizational structure of Washoe County as it relates to programs, activities and functions of assigned area(s).

Countywide personnel policies.

Bankruptcy procedures.

Governmental budgeting procedures.

Computer software specific to the department/division.

Organization and functions of the various departments and political subdivisions of the County.

Ability to:

Plan, coordinate, and direct the operations of the Treasurer's Office to accomplish established goals and objectives and optimize efficiency.

Prepare statements and reports for a variety of sources.

Analyze operational procedures and develop policy.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

The Nevada Revised Statutes and Washoe County Code related to programs, activities, and functions of the Washoe County Treasurer's Office.

Governmental accounting control procedures.

Accounting principles and practices and complex financial recordkeeping procedures.

Principles and practices of supervision, training, and staff evaluation.

Public administration.

Municipal taxation and financial methods and procedures.

Ability to:

Assist with planning, assigning, coordinating, and directing the functions and operations of the County Treasurer's Office.

Perform a wide variety of complex and specialized administrative and fiscal support work for the Washoe County Treasurer's Office.

Interpret, explain, and apply a variety of County Treasurer's Office policies, rules, procedures, and regulations.

Maintain or supervise the maintenance of tax records and formulate statistical accounting reports on tax matters.

Gather, organize, analyze, and present a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Supervise personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

Effectively represent the County Treasurer's Office in responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other government agencies.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.