

- Principles and practices of organization, administration and staff management.
- Modern office practices, methods and procedures.

Ability to:

- Plan, assign, layout, supervise and review the work of a Treasury staff engaged in various related activities.
- Effectively handle conflict situations with customers and maintain good public relations while protecting City interest.
- Develop and interpret Treasury policies and procedures.
- Do research, perform mathematical computations and maintain moderately complex financial records.
- Communicate clearly and concisely, orally and in writing.
- Participate in and prepare a variety of financial statements and reports.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by specialized college level courses in business administration. Completion of an Associates of Arts degree is highly desirable.

Experience: Three years full time experience in Treasury, cash management, finance, accounting and cash control.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Treasury Supervisor

TO: