The City of Torrance Invites Applications for:

DEPUTY CITY TREASURER

The City of Torrance prides itself as a service oriented organization that enjoys camaraderie and team work. Under general direction of the elected City Treasurer, the Deputy City Treasurer plans, organizes and manages the programs and activities of the City Treasurer's Office including management of all banking relations and activity; administration of the Deferred Compensation Plans; receipt of all revenue activity; development and implementation of the investment policy, investment of all municipal funds, and monitoring of surplus funds.

THE DETAILS

Education & Experience

Any combination of education/experience that would be equivalent to:

Bachelor's degree in accounting, finance, business, public administration or a closely related field and five (5) years increasingly responsible administrative experience in accounting, finance, or auditing, which includes at least two (2) years of supervision or management of a financial function.

Experience in municipal treasury operations and previous supervisory experience is desirable.

Certification as a California Certified Municipal Treasurer (CCMT) or Certified Public Funds Investment Manager (CPFIM) is highly desirable.

Ideal Candidate Profile

The successful incumbent finds reward in developing a new team, fostering ideas, managing multiple projects, and impacting positive outcomes of the unit in a fast paced work environment.

In addition, the ideal candidate possesses the following professional attributes:

Collaborative management style; Effective in coaching and developing staff; Focused on both internal and external customer service; Skilled in developing interpersonal relations; Excellent oral and written communication skills; Strong sense of personal and professional ethics and uncompromising integrity; Possess an in-depth understanding of banking operations; Knowledge of the Treasury profession and resources including cash management practices.

To Apply

Interested candidates must submit an online application and supplemental questionnaire at : www.TorranceCA.Gov/Jobs. The application filing period opens Monday, May 2, 2016 at 7:30 a.m. & closes on Thursday, May 26, 2016 at 5:30 p.m.

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components and tentative schedule:

Written Exam-40% - 6/22/2016
Skills Test (MS Office-Excel)-Pass/Fail - 7/13/2016
Technical Oral Interview-60% - 7/13/2016

DEPUTY CITY TREASURER

$8,093-$11,271per month + Benefits

For detailed benefits information please visit http://www.torranceca.gov/3766.htm

The Deputy City Treasurer manages the operations of the City Treasurer's Office with a $875,000 budget, supported by five staff members. This position will be tasked with managing staff responsible for the collection, custody, investment and disbursement of City funds; coordinates assigned duties and responsibilities with other City departments and outside agencies; and acts on behalf of the City Treasurer in her absence.

Deputy City Treasurer's key duties:

- Plans, organizes and manages daily operations in the City Treasurer's Office.
- Implements adopted policies regarding the investment portfolio, at the direction of the City Treasurer.
- Performs technical and specialized automation and software support within the Office of the City Treasurer.
- Serves as a liaison between the Office of the City Treasurer, other City offices and external sources with regard to automation and electronic data interface and integration.
- Participates in the development and administration of the Treasurer's Office budget including recommending purchases and other expenditures.
- Assists the City Treasurer in the administration of the City's investment programs.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503
Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: JobInfo@TorranceCA.Gov

16041235 - DM/HS

CITY OF TORRANCE
SUPPLEMENTAL APPLICATION
DEPUTY CITY TREASURER
Job Code 16041235

1. Do you possess a Bachelor's degree?
   Yes ☐ **No** ☐

   1a. If yes, please list your major:

2. Do you possess a Master's degree?
   Yes ☐ **No** ☐

   2a. If yes, please list your major:

3. Do you possess any of the following certifications?
   a. Certified Public Accountant (CPA)?
   b. California Certified Municipal Treasurer (CCMT)?
   c. Certified Public Funds Investment Manager (CPFIM)?
   d. General Securities Registered Representative (Series 7)?
   Yes ☐ **No** ☐

   3a. If yes, please list below:

4. Do you have any other certifications/training such as in: leadership, management, organizational development, coaching, mentoring, training, Microsoft Suite etc…
   Yes ☐ **No** ☐

   7a. If yes, list them along with the dates accomplished below:

5. The Deputy City Treasurer manages the day-to-day operations and supervises a staff of five. Please describe your experience leading/supervising/managing staff, inspiring personal responsibility, and keeping staff accountable. Be sure to include in your response the number of staff you currently lead/supervise/manage or have led/supervised/managed, the job title(s), dates of employment (mm/yy to mm/yy), and name of the employer(s) where you gained this experience.

6. Please describe your experience using Excel. Be sure to include:
   a) The types of reports you create(d) and how you utilize(d) them.
   b) How you have:
      - Used Analytical options.
      - Created and managed pivot charts and tables.

7. Describe your experience using Work, PowerPoint, and Outlook. Include:
    a. The types of reports and presentations you create(d) and how you and/or others utilize(d) them.
    b. What features of Outlook are you competent in and use regularly?

8. Please describe any experience you have in the following areas:
    a. Cash-flow management
    b. Cash receipting
    c. Accounting
    d. Banking

    Include in your response the job title(s) dates of employment (mm/yy to mm/yy) and name of the employer(s) where you gained this experience.

9. I certify that the information that I have provided is true and accurate to the best of my knowledge, I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

    Yes ☐ **No** ☐