



## Job Description

<b>Title: City Treasurer (Elected)</b>	<b>FLSA: N/A</b>	<b>Created: 10/13/2020</b>
<b>Supervisor: City Council</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: City Council</b>	<b>Bargaining Unit: N/A</b>	<b>Approved: 10/14/2020</b>

### JOB SUMMARY:

Per Livingston's Municipal Ordinance 1-13-2, the treasurer oversees the investment portfolios of the City of Livingston and other funds that may at various times be placed in the City's custody.

### DISTINGUISHING CHARACTERISTICS:

The City Treasurer is an elected official who acts as the oversight body of the City's Investment Portfolio for all public funds belonging to or under the control of the City. The City Treasurer's duties are mandated by city policies and include the review of the City's Investment Portfolio and the preparation of the Treasury Reports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the investment of all City idle funds.
- Prepare monthly investment reports to the City Council and chief executive officer.
- Annual report and review of the City's investment portfolio.

### OTHER DUTIES:

- Perform related duties as assigned.

### QUALIFICATIONS:

This is an elected position, such as the only qualifications are that the individual be a registered voter in the City. The following qualifications, therefore are desirable, not required.

#### Knowledge of:

- Municipal revenue sources.
- Methods, practices and principles related to the investment of city idle funds.
- Methods, practices and principles related to evaluating municipal cash flow needs.

#### Ability to:

- Invest City idle funds in a wise and prudent manner.
- Meet the public and provide required information pleasantly and efficiently.
- Communicate effectively and tactfully in both oral and written forms.
- Establish and maintain complex and extensive financial record keeping systems and files.
- Operate and use a variety of office equipment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**Education and Experience:**

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

- ELECTED POSITION

**Licenses, Certifications and other Requirements:**

- Possession of a valid California State Driver's License.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.