

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: CHIEF DEPUTY TREASURER	PAY GRADE: 90
DEPARTMENT: Treasurer REPORTS TO: County Treasurer BARGAINING UNIT: N/A	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED: _____ <i>Department Head</i>	9-17-2019 <i>Date</i>
_____ <i>Human Resources Director</i>	9/18/19 <i>Date</i>

I. PURPOSE SUMMARY. Assists the Elected Official to direct, manage, supervise employees and coordinate the programs and activities of the County Treasurer’s department.

II. ESSENTIAL DUTIES.

A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job.

- a) Assumes management responsibility for all services and activities in conjunction with the County Treasurer.
- b) Answers questions from the general public, vendors, contractors, taxpayers and other county departments.
- c) Participates in the development and implementation of goals, objectives, policies, and procedures for the office.
- d) Assures that the office meets all required state statutes and federal law calendar deadlines and meets all required financial deadlines.
- e) May assist and/or assign employees receiving and recording tax payments during tax season.
- f) Assures that all daily deposits at end of the day are completed and received.
- g) Approves leave requests and oversees payroll timekeeping functions.
- h) Verifies and/or supervises data for all interest received for all county funds and trust accounts.
- i) Assures all payments and tax distributions in accordance with state and federal laws.
- j) Assures all payments and schedules are accurately and timely for all bonds (disseminated bonds and all bond issues).
- k) Accepts and maintains responsibility for the proper retention and disposition of general public records for the Treasurer’s office.
- l) Responsible for knowing and abiding by all County and department policies and procedures. Responsible for verifying and enhancing the computer system to meet and comply with all laws and regulations.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

A. **Education.** High School diploma or GED.

- B. **Experience.** Two (2) years of supervisory experience.
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** None.
- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background and driver's license check.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge principles, practices and techniques of public financial administration, budgeting procedures and auditing practices; Proper methods to maintain accurate records; computer word processing and spreadsheet operations at an advanced level; research on the internet; procedures of budget preparation, control, and effective supervision practices.

Must have skill in reading, analyzing and applying state and local law, ordinances and regulations; working with culturally diverse population; technical writing skill; working independently and using considerable judgment in various situations and taking appropriate action while recognizing when it is necessary to refer to the Elected Official; developing effective training programs for employees; establishing and maintaining effective working relationships with others.

2. **FREEDOM TO ACT.**

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. **GUIDELINES AND JUDGMENT.**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.**

While performing the duties of this job, the employee must be able to operate specific office and computer equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to ten (10) pounds of materials or objects; occasionally, fifteen (15) pounds. Must be able to reliably and consistently move between work-related sites within the County.

5. **WORK ENVIRONMENT.**

Duties are performed mostly indoors under controlled temperature. Primary work surface indoors is carpeted, tiled and/or concrete floors. The noise level in the work environment is usually moderate. Employee may be exposed to long working hours and job induced mental stress and tension.

6. **SUPERVISORY RESPONSIBILITY.**

Work is performed under general supervision of the County Treasurer. Supervises employees and activities of the Division. Supervisory responsibilities include interviewing, hiring, planning and assigning work, appraising performance, rewarding and disciplining employees and addressing and resolving complaints and problems.

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*