



City of Kansas City, Missouri Job Class Specification

Job Title: CITY TREASURER

Department: FINANCE

Job Code: 1150

Status: EXEMPT

Grade: EX-7

Summary

This position requires highly responsible administrative work in directing all activities of the Division of Treasury under the Director of Finance.

Work involves responsibility for planning, directing, and supervising work of subordinate employees engaged in tasks associated with overseeing services provided by banking institutions and their collateralization of deposits, investing City funds for maximum investment earnings, ensuring sufficient liquidity for the daily cash needs of the City; managing the issuance and retirement of indebtedness of the City, and directing the cashing activities of the City. An employee of this class has wide latitude for using professional administrative judgment and initiative in carrying out the goals and priorities of the Finance Department. Work is reviewed through periodic conferences and through evaluation of the adequacy with which desired results are obtained.

Duties and Responsibilities

- Directs administration of the municipal debt program and conducts appropriate meetings with investment bankers and bond counsel.
- Directs the delivery of banking services through frequent contact with banking institutions.
- Directs major cash management activities such as assessing daily cash needs for bank accounts, purchasing lawfully permitted investments, and ensuring the safety of City funds deposited in financial institutions.
- Prepares revenue estimates; submits data for annual budget.
- Plans and coordinates implementation of computer and electronic systems to employ latest technology.
- Ensures that subordinates comply with established laws, ordinances and related regulations; prepares legislative initiatives to achieve maximum results for division activities.
- Determines objectives and policies of the division to carry out priorities of the Director of Finance.
- Performs related duties as required.

Technical Skills	<p>Extensive knowledge of:</p> <ul style="list-style-type: none"> The principles and practices of public finance. The principles and practices of banking. National, state and city laws relating to public deposits, investments, and indebtedness. <p>Thorough knowledge of:</p> <ul style="list-style-type: none"> General accounting methods and practices, The principles and practices of organization and management analysis techniques. Property assessment and levy certification. <p>Ability to:</p> <ul style="list-style-type: none"> Plan, organize, instruct, and direct the work of professional and technical personnel. Analyze financing proposals and prepare reports and recommendations. Organize, edit, and present clear and concise oral and written reports of findings and recommendations. Exercise mature judgment and discretion in the analysis, interpretation, and reporting of research findings. Plan, organize, direct, and review the work of subordinate personnel in a manner conducive to full performance and high morale. Establish and maintain effective working relationships with associates, governmental officials, and the general public.
Education and Experience	<p>Accredited Master's degree in public administration, business administration, finance, accounting, economics, or a related subject area, plus five (5) years of progressively responsible experience in cash management, finance operations, or banking, including three (3) years' experience in a management capacity.</p> <p>Or</p> <p>Accredited Bachelor's degree with major course work in business administration, public administration, finance, accounting, economics or a related subject area and seven (7) years of progressively responsible experience in cash management, finance operations or banking, including three (3) years of experience in a management capacity.</p>
Certificates/ Licenses/Special Requirements	<p>Certified Treasury Professional certification desired</p> <p>Must pass a background check as prescribed by the City.</p>
Supervisory Responsibility	<p>Supervision is exercised over professional, technical and clerical personnel.</p>
Supervision Received	<p>Work is performed under the direct supervision of the Deputy Director of Finance, and, ultimately, the Director of Finance.</p>
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	<p>4/73</p>
Revised	<p>10/95, 9/06, 7/18, 8/2022 , 01/2024</p>