



SAN JOAQUIN COUNTY TREASURER TAX COLLECTOR

Is Recruiting For:

Chief Deputy Treasurer

THE DEPARTMENT

The Treasurer-Tax Collector is responsible for collecting and processing property tax payments and investing and keeping safe monies and securities for the County and other public entities.

The investments generate interest earnings to the County and the agencies depositing monies with the Treasury.



THE POSITION

The Chief Deputy Treasurer is primarily responsible for managing investable County, school district, and special district funds which are deposited into the County Treasury, and ensuring their security, liquidity, and yield in a manner consistent with the County Treasurer-Tax Collector's investment policies. The position also assists the Treasurer-Tax Collector and Assistant Treasurer-Tax Collector by providing senior-level administrative and managerial support for other department operations as needed. In all assignments, the incumbent is expected to model a strong work ethic and leadership skills, including accountability to oneself and others.

Typical duties include the following:

- ◆ Executes daily investment transactions ensuring timely settlement of all trades; ensures that all maturity proceeds and periodic interest due are accurately calculated and credited to County bank accounts.
- ◆ Prepares cash flow projections and analyses to determine investable cash and/or operating cash needs; ensures that County bank accounts have sufficient cash balances to meet cash disbursements.
- ◆ Monitors and manages treasury activities and department banking arrangements; reviews account information provided by Treasury staff; analyzes financial data and reports; reviews and analyzes school and special district bond and TRANS documents; studies economic and financial trends and money market conditions to determine various investment opportunities for temporarily idle funds.
- ◆ Keeps informed on current conditions in the capital/credit markets, the projected direction of interest rates, and on legal requirements relating to County investment matters; reviews and analyzes proposed and existing legislation which regulates the investment of public funds, and makes recommendations as to policy implications for the County.
- ◆ Prepares periodic investment reports to the Board of Supervisors and the Treasury Oversight Committee.
- ◆ Serves as a liaison between the Treasury, other County departments, state and local agencies, and the general public; communicates with banks and security dealers in order to be aware of interest rates and special investment opportunities.

APPLICATION & SELECTION

**Final Filing Date:
June 30, 2016**

Please submit your application and supplemental application to:

San Joaquin County Human Resources
Attn: Kathy Parker
44 N. San Joaquin Street, Suite 330,
Stockton, CA 95202

OR

online at www.sigov.org/hr

Tel: 209.468.3273 Fax: 209.468.0508

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions in San Joaquin County are at-will and not governed by the Civil Service Rules.

"committed to provide an effective, efficient and professional approach in serving taxpayers of our county, and treating all taxpayers fairly and equitably."

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ARTS, CULTURE, AND RECREATION



The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the county and beyond, held in downtown Stockton.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The county-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



EDUCATION

From preschool to higher education, the county has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

Chief Deputy Treasurer

Recruitment Announcement 0616-EB2691-EX

COMPENSATION PACKAGE

Annual Base Salary:
\$86,382 - \$105,019

In addition to the base salary, the County offers:

- ◆ Cafeteria Plan in the amount of \$2,001.91 monthly (\$24,022.96 annual amount). The Cafeteria plan may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (\$1,727- \$2,100)
- ◆ Vacation cash-out up to 8 days annually (\$2,657 - \$3,231)
- ◆ 1937 Act retirement plan with reciprocity with CALPERS and other 1937 Act plans
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 10 days administrative leave per year

For further information regarding benefits, please access the County's benefits website at:

www.sjgov.org/hr/Programs/Benefits

DESIRABLE QUALIFICATIONS

Education: Graduation from an accredited college or university with a master's degree in accounting, economics, finance, public or business administration, or a closely-related field.

Experience: Five years of either 1) portfolio management; or 2) managerial experience in professional accounting or financial/economic analysis, preferably in a public agency.

Licenses/Certificates: Possession of a valid Certified Public Accounting (CPA) license OR certification as a Treasury Professional (CTP) by the Association for Financial Professionals (AFP) is preferred.

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a DOJ Live Scan fingerprinting.



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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately. **This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Chief Deputy Treasurer.**

Graduation from an accredited college or university with a master's degree in accounting, economics, finance, public or business administration, or a closely-related field is desired. Please list the degrees you possess and college/university you have received them from.

Possession of a valid Certified Public Accounting (CPA) license OR certification as a Treasury Professional (CTP) by the Association for Financial Professionals (AFP) is preferred. Identify which of the licenses you possess below.

Five years of either 1) portfolio management; or 2) managerial experience in professional accounting or financial/economic analysis, preferably in a public agency is desirable. describe your experience in this area. Include name of employer, job title, dates of employment, along with the duties of your position.

Summarize highlights of your work history that best demonstrates your ability to become a Chief Deputy Treasurer in San Joaquin County.