CLASS TITLE: **Assistant to the City Treasurer**

CHARACTERISTICS OF THE CLASS: Under direction, provides administrative or public information support for the office of the City Treasurer; and performs related duties as required.

ESSENTIAL DUTIES: Manages administrative functions for the City Treasurer's office; initiates and processes documentation related to recruitment, position classification, labor relations, payroll, training and development and employee benefits; interprets personnel rules and regulations and provides clarification on related City policies; prepares and monitors the department's annual budget; initiates purchase requisitions for office equipment and supplies; responds to internal and external inquiries both orally and in writing; serves as liaison for the City Treasurer on administrative issues.

Assists in preparing speeches for the City Treasurer; represents the City Treasurer at community meetings; conducts workshops and forums on the department's economic development programs stressing the office's policy of investing fund monies with banks and brokers who invest their resources in the various communities in the city; creates and distributes promotional materials and brochures on programs and operations of the City Treasurer's Office; develops strategies for marketing the department's economic development programs to businesses.

RELATED DUTIES: Coordinates office equipment repair and maintenance activities; oversees the purchasing of supplies; Accompanies the City Treasurer on events; prepares reports analyzing the performance of the department's economic development programs; communicates with municipal depositories on related issues; drafts general correspondence for the City Treasurer.

MINIMUM QUALIFICATIONS

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Communications or a related field, supplemented by three years of progressively responsible administrative experience, or an equivalent combination of training and experience.
CLASS TITLE: **Assistant to the City Treasurer (Cont'd)**

**Knowledge, Ability and Skill.** Good knowledge of the personnel administration. Good knowledge of economic development principles. Good knowledge of public relations principles and techniques.

Ability to work well with both business and community groups. Ability to generate new ideas in program marketing. Ability to prepare budgets and interpret policies.

Excellent oral and written communication skills. Good public speaking skills. Good research and speech writing skills. Good computer skills.

**Working Condition.** General office environment.

**Equipment.** Standard office equipment.

**NOTE:** While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May 1995