

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Treasury Manager	CLASS. CODE:	0163
DEPARTMENT:	Finance Department	FLSA:	E
REPORTS TO:	Finance Director	DATE:	5/5/2003

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**Job Summary:**

Manages the City's debt, investment, cash receiving and banking services functions and staff. Ensures that debt and capital financings meet applicable governmental requirements that proceeds of the financings are managed prudently to meet disclosure requirements, and that cash receipts are received and recorded promptly and accurately.

**Essential Job Functions**

(All incumbents may not perform all functions.)

1. Provides debt placement and management for the City, the Urban Renewal Agency and component entities which may include City, ORS 457 Agencies, ORS 441 Agencies and ORS 190 Agencies, and conduit financings as well as lease purchases.
2. Oversees Bond covenant compliance, including monitoring bond proceeds spend down and arbitrage requirements and bond disclosure covenant compliance.
3. Negotiates private placement financings with banks, underwriters and other financing sources.
4. Manages work of bond counsel, financial advisors and feasibility consultants on debt placements.
5. Manages the City's banking services agreements, including electronic payments, receipts and transfers.
6. Ensures adoption of necessary financing authorizing resolutions to either place a financing measure on the ballot or to authorize contracting the debt.
7. Prepares financial materials, such as cash flow analyses, additional bonds tests and certifications for official statements and bond closing documents.
8. Prepares and coordinates legal issues in debt disclosure documents; reviews and edits financing documents.
9. Works with City Attorney, Bond Counsel and Financial Advisor to ensure coordination of legal issues in debt disclosure documents.
10. Prepares, coordinates and participates in the making of rating presentations to rating agencies, usually in conjunction with the City Manager and Finance Director.
11. Manages treasury staff including investment, cash receiving and debt management staff.
12. Serves as key Finance Department staff person on Urban Growth Management and Urban Renewal staff teams, particularly in terms of SDC and Urban Renewal bond financing strategies.
13. Makes financing presentations to City, Urban Renewal, and component unit agency boards, such as the Hospital Authority Board facilities financing, City Water-Sewer Revenue Bonds financing and Water-Sewer Revenue advance

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- refunding bonds, Urban Renewal tax Increment Bonds, General Obligation and Limited Tax General Obligation financings and other types of financings.
14. Supervises Capital Improvements Plan (CIP) development, management and implementation.
  15. Presents financial impact and rate analyses related to debt placements for water-sewer utility revenue debt for the City Council and City's Water-Wastewater Task Force and other bodies.
  16. Directs line departments in development of projects, costs and programmed financing dates to be added to CIP.
  17. Develop, and assist other departments in developing, requests for proposals (RFPs) for projects with financial management components.
  18. Analyzes projects for worthiness of financing and prepares recommendations for consideration by Salem City Council.
  19. Meets with City Manager to make recommendations on CIP project timing, financial strategy and affordability.
  20. Develops capital affordable financing scenarios and strategies.
  21. Facilitates information flow from contributing departments, assisting database help as needed.
  22. Performs CIP database system upgrades as necessary.
  23. Writes staff reports; presents document to City Council/Advisory Bodies.
  24. Coordinates hearings; coordinates with overall City annual budget process.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as required.
2. Oversees one supervisor (or Accountant II), one Accountant and three accounting assistants; coordinates employee schedules, performs performance appraisals as appropriate.
3. Gives direction to Accounting Supervisor (or Accountant II) and Accountant on work priorities.
4. Executes wire transfers and electronic funds transfers in absence of other staff.
5. Oversees annual bond disclosure, reporting requirements, certifications and bond payments; resolves debt servicing and payment issues with escrow and paying agents.
6. Selects escrow and registration/paying agents.
7. Supervises bond proceeds arbitrage.
8. Supervises investment of City funds and preparation of quarterly investment reports.
9. Works with the City's budget office in monitoring the budget, cash, and debt requirements of the urban Renewal Agency's debt and construction funds.
10. Oversees annexation revenue analysis.
11. Performs miscellaneous analytical tasks, such as calculating hotel-motel tax occupancy rates and revenue trends.
12. Represents the Director and Assistant Director at Department Head

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- meetings, Docket Sessions, Budget strategy sessions, etc. as necessary.
13. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer and word processing, spreadsheet, database and project management software.
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Mun-ease debt management and Evare investment management software.
- Cash receiving and remittance processing systems.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Financial Management, Business Administration, Public Administration, Finance, Accounting or a related field; and,

Five (5) to seven (7) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Government Finance Officers Associates (GFOA) Certified Public Finance Officer Certification.
- Certified Public Accountant.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of general municipal financial administration; municipal debt financing and management; cash receiving, investment, and banking.
- Federal tax, state and local government financial management principles.
- Electronic banking and “e-government” operations.
- Generally accepted accounting principles.
- Relevant Federal tax codes, and regulations.
- Municipal bond structures, limitations, and marketing strategies.
- Techniques of evaluating and drafting complex financial and legal documents.

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- City's debt and investment policies.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Manage debt financing, investment and cash management projects by leading, directing and supervising staff in various disciplines toward project definition, problem identification, fact gathering, analysis, recommendation development, and implementation phases.
- Interact effectively with City staff at various levels and with advisory Board members of varying backgrounds and experience in a wide range of disciplines.
- Persuade line departments, advisory boards and governing officials to appreciate, understand and recognize the risks inherent in debt financing.
- Explain the impact of debt financed over a time period and how financing terms meet the test of good financial management practice.
- Obtain consistent information from line departments in a timely manner.
- Gain concurrence in financing decisions from City legal counsel and Bond Counsel and others.
- Analyze, model and effectively communicate financial information in financial statements, budgets, projects and bond structures.
- Gather, organize, and present facts, and develop analyze and present recommendations in a clear, concise written and oral form.
- Perform advanced spreadsheet, database, and word processing activities.
- Generate accurate mathematical and statistical information.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, or stoop.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

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