

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

07/15/04

DIRECTOR OF CASH MANAGEMENT SERVICES, 1194

Summary of Duties: Directs the citywide banking and cash management activities, and supervises the staff of the Banking/Cash Management Division, of the Treasurer's Office; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills Equal Employment Opportunity responsibilities; and does related work.

Distinguishing Features: The Director of Cash Management Services is responsible for planning, coordinating and directing multi-billion dollar banking and cash management activities, as well as the operations of an organizational division of the department by developing, recommending and implementing policies, programs and procedures to serve the objectives of the Treasurer's Office and support the fiscal activities of the City. The Director of Cash Management Services must have broad management and financial expertise in order to establish performance standards, plan and coordinate major activities, review performance, budget and monitor expenditures, and initiate and change policies. Although an employee of this class makes management and policy decisions, the Treasurer and Assistant Treasurer determine major matters of policy. The Director of Cash Management Services reports to the Assistant Treasurer, and work is assigned in terms of broad objectives and is evaluated in terms of results obtained.

The incumbent is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, evaluation of performance, and administration of memorandum of understanding. This class is distinguished from the Assistant Treasurer class in that its primary responsibilities are for banking and cash management activities, and directs a single Division within the Treasurer's Office. While the Assistant Treasurer oversees the day-to-day operations of the Treasurer's Office.

It is anticipated that this position will be hired exempt from Civil Service in accordance with Charter Section 1001(b).

Examples of Duties: A Director of Cash Management Services:

- Directs the citywide banking and cash management activities;
- Formulates and implements policies, programs and procedures of the Banking and Cash Management Division, of the Treasurer's Office;
- Reviews, approves and negotiates the account analysis from city banks, which details the city-wide services, related volumes utilized and associated costs, and compensating balances maintained;
- Manages the compensation balances maintained in the city banks;
- Commissions studies, reports, and projects from the City's financial institutions;
- Conducts training for City departments, on internal and external banking, and cash management activities and issues;

- Analyzes trends in the utilization of services and develops projections of usage for investment and cash flow purposes;
- Recommends modifications or alternatives to result in the most effective and cost efficient utilization of services and processes;
- Assists in the planning, development, and implementation of the City's cash management program;
- Participates in management strategic planning, and conducts special administrative and research studies dealing with a wide range of subjects affecting departmental banking operations and City revenue;
- Identifies potential and actual City exposure to financial risk and liability, and recommends and manages the implementation of risk mitigation solutions;
- Develops, recommends and directs the implementation of internal and citywide long and short term plans to address and comply with evolving banking or other financial regulatory requirements;
- Analyzes and reviews for accuracy financial statements and reports relating to banking operations, as prepared by the Accounting Division and other City departments, including dishonored check reports, cash control, fund ledger, and bank account reconciliation;
- Prepares or directs the preparation of studies and analysis of policies, costs, and methods applicable to existing or proposed operations and services;
- Recommends departmental and City policies for banking and cash management;
- Defines and interprets policies for subordinates;
- Recommends and implements changes in procedures and programs;
- Directs the preparation and maintenance of the majority of reports, records and correspondence related to a Division's activities and operations for departmental and citywide purposes;
- Through subordinate supervisors, directs and coordinates the work performed in the Banking and Cash Management Division of the Treasurer's Office;
- Manages the implementation of internal and citywide automated financial system with high level City and outside management personnel;
- Evaluates requests for departmental and citywide banking services, assesses the impact, including cost benefit analysis, on banking and citywide operations, and recommends alternatives or solutions to any operational concerns relating to the services requested;
- Manages the implementation and interface of new City financial services with other City departments and the City's various financial service providers;
- Issues and supervises the Requests-for-Proposals for banking services, contracts, renewals and amendments between the City, financial institutions and other vendors;
- Develops and implements a citywide banking activity monitoring program;
- Directs the compilation, evaluation, analysis, review and coordination of citywide bank activity monitoring, exception and management reports regarding account balances, deposits, withdrawals, adjustments, cash receipts, and other transactional activities;
- Directs conformance with responsible entities when exceptions are noted and immediately reports on any exceptional events to management;
- Directs, coordinates and reviews the accounting activities in relation to internal control of cash and cash related items, custody and disbursement of City funds and securities, accounting reports and reporting requirements, and non-automated financial processes;
- Directs the guard services and other security programs;
- Reviews and approves bank account transaction requests from City departments, including electronic wire transfers, bank account transfers, Automated Clearing House (ACH) transfers, and other transactions;
- Supervises the daily coordination of both incoming and outgoing electronic transfers between City departments, Office of the Controller, Investment Section, Teller operations, Accounting Section and the bank, to ensure only approved and authorized transfers are transacted and that sufficient funds are available for disbursement;

- As a designated member of one of two authorized signatory groups on Treasury bank accounts, reviews and approves checks issued by the Teller operations for bond payments, bad check reimbursements, direct deposit reversal reimbursements, etc.;
- Provides for the payment of interest and principal on bonds;
- May act as the management representative and may participate in the meet and confer process on behalf of department management;
- Represents the Department before City Council, council committees, City commissions, and other public or private agencies and groups to discuss the operation and services of the Treasurer's Office;
- Acts for the Treasurer in the absence of the Assistant Treasurer and Chief Investment Officer;
- Communicates equal employment opportunity information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledge of:

- City Financial, accounting, monetary and fiscal activities including state and federal laws and regulations, City ordinances, and City Charter provisions;
- The rules and pronouncements of the Automated Clearing House, Federal Reserve Bank, Federal Depository Insurance Corporation and other financial and regulatory agencies;
- Manual and automated systems analysis and application;
- The bonding provisions of various street and parking acts and laws;
- Processing of general obligation bonds of the City and revenue bonds of the proprietary departments;
- Debt issued by the United States Government, State of California, and political subdivisions of the State;
- The Uniform Commercial Code;
- The California State Government Code as it relates to financial credit and collateralization requirements;
- Cash management principles and strategies;
- Functions and organization of the City government;
- Principles, practices, including organization, budget preparation and control, personnel management, and financial management;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Excel Spreadsheet, Microsoft Office Suite, Powerpoint, internet research, database and word processing Computer applications;
- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures.

The ability to:

- Coordinate and direct the work of subordinate personnel;
- Prepare and present oral and written reports, maintain records, and handle administrative detail;

- Maintain good relations with City officials;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Meet regulatory deadlines so as not to expose the City to any financial risks or losses.

Minimum Requirements:

Graduation from a recognized college or university with a degree in business administration, banking, finance, economics, or a related field, **and** three years of professional experience managing staff involved in Treasury Operations, Commercial Banking, Cash Management, and/or a fiscal or financial multi-million dollar operation involved in debt administration, fiscal agent, trustee services, custodial (safekeeping or third party) services, paying agent functions, corporate or municipal financing, budgetary administration, or consulting for any of these activities.

NOTE: Certification from the Association of Finance Professionals (CTP) or similar association is required.

Licenses: A valid California driver's license is required.

Physical requirements: Strength to perform average lifting of less than five pounds and occasionally over fifteen pounds, good speaking and hearing ability and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.