

Summary of Duties : Supervises employees engaged in receiving, disbursing, and accounting for cash in the Treasurer's Office; or directs and coordinates the custody and disbursement of City funds, bond registration, and street improvement bond activities in the Treasurer's Office; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : The Deputy Treasurer supervises the work of the Teller and Warrant/Check Processing Sections. As a principal signatory of bank accounts of the City, the incumbent exercises control over the withdrawal of funds. The Deputy Treasurer is jointly responsible with the Municipal Bond Registrar and for securities deposited and other City departments. Procedures followed are well established and defined. Supervision received consists of a review of completed work.

Examples of Duties : Deputy Treasurer : Supervises employees engaged in receiving, disbursing and accounting for cash in the Treasurer's Office; supervises the Street Bond Section; proofs foreclosures procedures; signs new Bond issues; releases Bond to Bond holder; supervises daily opening and closing of City Treasury vault; acts as a principal signatory on all active bank accounts of the City; shares the responsibility for the safekeeping and settlement of securities entrusted to this Office for safekeeping by retirement funds and other City departments; acts as custodian of all unissued United States Savings Bonds; compiles monthly reports pertaining to available securities and cash;

Preforms periodic audits of cash and insures that the work of the Teller Section is up-to-date at all times; checks cash accounting methods for appropriateness and accuracy; studies and recommends changes in procedures; maintains control for securities received by registered mail;

Dictates and processes correspondence relating to bank adjustments, security redemption and exchanges, and grant anticipation notes; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Acton Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge State laws, City ordinances, and Charter provisions governing the collection, deposit, safekeeping, and handling of monies and securities of the City of Los Angeles; a good knowledge of negotiability of instruments; a good knowledge of principles and practices of office safety; a working knowledge of

operations and organization of the Treasurer's Office; a good knowledge of banking procedures relating to checks and warrants issued and processed by the City of Los Angeles; a working knowledge of Street Improvement Act of 1911 and 1913, and the Bond provisions of the Vehicle Parking District laws of 1943; a working knowledge of principles of municipal finance and City accounting and fiscal processes, methods, and procedures; a good knowledge of processes involved in the issuance, redemption, registration, and payment of general obligation bonds and revenue bonds of City departments; a working knowledge of functions and organization of the City government; a working knowledge of bonds issued by the United States Government, State of California, and political subdivisions of the State; a good knowledge of procedure in issuing United States Savings Bonds;

A general knowledge of principles, practices, methods, and techniques of administration, including organization, Department budget preparation and control, personnel management, and financial management; a working knowledge of principles, practices, and techniques of office management; a good knowledge of sound supervisory principles and practices including planning, delegating and controlling the work of subordinates; training, instructing and evaluating subordinates; a good knowledge of grievance handling; a good knowledge of the supervisor's responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of safety principles and practices; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel.

The ability to coordinate and direct the work of subordinates; maintain a work environment to enhance both employee morale and productivity; apply sound supervisory principles; fulfill supervisor's affirmative action responsibilities as indicated in the City's Affirmative Action program; analyze situations accurately and adopt an effective course of action; and prepare and present oral and written reports, maintain records, and handle administrative detail.

Minimum Requirements : Two years of experience in accounting or fiscal activities at the level of Principal Clerk.

Physical Requirements : Strength to perform average lifting of five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

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