

## County of San Diego



The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHSA). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG), the Assessor/Recorder/County Clerk, and the Treasurer-Tax Collector (FG3).



### The County of San Diego Office of the Treasurer-Tax Collector



#### CONTACT INFO

For questions about the application process, contact Rose Trujillo, Human Resources Analyst, via email: [Rose.Trujillo@sdcounty.ca.gov](mailto:Rose.Trujillo@sdcounty.ca.gov). Questions about the position may be directed to Human Resources in the Office of the Treasurer-Tax Collector at: [TTCHR@sdcounty.ca.gov](mailto:TTCHR@sdcounty.ca.gov)

Résumés will be screened to assess each applicant's qualifications and those considered most qualified will be invited to interview.

*Equal Opportunity Employer*

## The County of San Diego Invites Resumes for Chief Deputy Treasurer

APPROXIMATE HIRING RANGE IS  
**\$120,000 - \$145,000**

ANNUALLY DEPENDING  
ON QUALIFICATIONS

EXCELLENT BENEFITS

OPEN UNTIL FILLED



# Chief Deputy Treasurer

## County of San Diego Treasurer-Tax Collector

### Office of the Treasurer-Tax Collector



The County of San Diego Treasurer-Tax Collector's mission is to provide the citizens, agencies and employees of San Diego County with superior financial services in terms of quality, timeliness, efficiency and value while maintaining the highest levels of customer service and satisfaction.

The Treasurer-Tax Collector has an annual operating budget of \$22 million and employs 123 employees.

Information regarding the County of San Diego's Office of the Treasurer-Tax Collector can be viewed at: [www.sdtreastax.com](http://www.sdtreastax.com).

### APPLICATION AND SELECTION PROCEDURE

You are encouraged to apply immediately in order to be considered.

Employment applications can be accessed and submitted online at <http://www.sdcounty.ca.gov/hr>. **In addition to completing the application, please attach your résumé at Step 1 of the application process.** Résumés should include academic degrees held and dates conferred, employment history and position titles held. For each employer listed, include the size and scope of services, programs, budget and staffing responsibilities under your immediate direction.

### THE POSITION

The Chief Deputy Treasurer reports to the Treasurer-Tax Collector and has significant responsibility for providing strategic leadership, implementing policy, and managing the \$8 billion County Investment Pool. Duties include but are not limited to:

#### INVESTMENT MANAGEMENT

- Oversee the investment of County funds.
- Develop and implement policies and procedures for both the Accounting and Investment divisions.
- Evaluate economic and financial trends and market conditions for investment opportunities in fixed income securities.
- Review and monitor the County's investment portfolio performance.

#### CASH MANAGEMENT

- Oversee the County's cash management program.
- Manage a computerized cash-flow projection and investment system.
- Oversee accounting, cashing and payment processing activities.

#### ADMINISTRATION

- Provide leadership and oversee personnel management for Treasury division staff.
- Conduct Treasury Oversight Committee meetings.
- Provide Treasury-related reports to the Board of Supervisors, Chief Administrative Officer, and others as requested.
- Develop the Treasurer's Monthly Management Package for public disclosure.
- Coordinate and oversee processes related to Treasury contract development, implementation, and management.
- Collaborate with department administration to monitor contracts with banks and investment firms for deposit of funds.
- Oversee Treasury Division operational budget.

#### ORGANIZATIONAL LEADERSHIP

- Represent the Treasurer in all matters related to debt financing for the County and school districts.
- Act as the alternate trustee for San Diego County Employee Retirement Association (SDCERA) and advise the Treasurer on related matters.
- Serve as a member of the County's Debt Advisory Committee (DAC).

#### DEBT MANAGEMENT AND ISSUANCE

- Work collaboratively with the Debt Manager and Chief Financial Officer related to debt issuance for the County and the K-12 school and community college districts.
- Review and approve bond financing documents.



### IDEAL CANDIDATE

The ideal candidate will demonstrate exceptional leadership, strategic thinking, independence in a collaborative work environment, initiative, and successful organizational skills.

### QUALIFICATIONS

Highly qualified candidates will have the following:

- A Bachelor's degree in Business or Public Administration, Finance, Economics, or a related field. A Master's degree as stated above, and/or Chartered Financial Analyst (CFA) designation is desirable.
- Experience in debt issuance and a solid understanding of debt financing principles and practices relative to fixed income securities is required. A working knowledge of California State Codes as they pertain to debt issuance and money management is also required.
- At least five years of professional experience managing a large and complex cash flow system and a multi-billion dollar fixed income investment portfolio.
- Proficiency using Microsoft Office and investment decision programs, such as Bloomberg and Treasury Management systems is essential.
- Experience in fundamental banking concepts and evaluating and interpreting economic and financial information is required. Experience formulating and implementing investment strategies to ensure capital preservation of principle is required.
- A general knowledge of Public Pension as related to investments is desirable.
- Successful experience in supervision and performance management.
- The ability to build effective collaborative relationships with staff, banking and investment professionals in the financial community, and other agencies and government officials.
- Strong written communication skills and be able to provide excellent customer service.