

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## COUNTY TREASURER

### OFFICE OF THE TREASURER-TAX COLLECTOR

Anticipated Hiring Range \$145,000 to \$163,000

Excellent Benefits Package

# COUNTY TREASURER | COUNTY OF SAN DIEGO

## OFFICE OF THE TREASURER-TAX COLLECTOR

The County Treasurer reports to the Treasurer-Tax Collector and has significant responsibility for formulating and implementing policy, and coordinating the investments of County, special district, school districts and other local public entities. Duties include but are not limited to:

### Investment Management:

- Oversee the investment of County funds
- Formulate and implement policies and procedures for the investment of County funds
- Study economic and financial trends and market conditions for investment opportunities in fixed income securities
- Review and monitor the County's investment portfolio performance

### Debt Management and Issuance:

- Work closely with County of San Diego, Chief Financial Officer regarding debt issuance
- Represent the Treasurer-Tax Collector in the issuance of County tax anticipation notes and special district bonds
- Review and approve bond documents—Preliminary official statements, Board of Supervisor documents and other legal documents pertaining to debt issuance

### Cash Management:

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

### Relationship Management:

- Represent the Treasurer-Tax Collector in all matters related to municipal finance for the County and entities with funds deposited in the San Diego County Treasurer's pool
- Serve as a member of the County's Debt Advisory Committee (DAC)
- Monitor contracts with banks and investment firms for deposit of funds

### Administration:

- Act as the Treasurer for various entities in the County in San Diego
- Organize Treasury Oversight Committee meetings
- Compile data and compose reports to the Board of Supervisors, Chief Administrative Officer, and others as requested
- Develop the Treasurer's Monthly Management Package for public disclosure
- Write specifications for proposals for banking and other related services needed by the Treasurer-Tax Collector
- Participate in the evaluation of proposals received

### Seminar Program Management:

- Oversee the Treasurer's Annual Seminar Series including: Investment, Cash Handling, Debt and Fraud Seminars
- Recruit speakers, secure venue, determine session topics and market seminar programs
- Develop seminars for County of San Diego Treasury Clients

## 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 \$22.6 million and employs 123 permanent employees. Information regarding the County of San Diego's Office of the Treasurer-Tax Collector can be viewed at: <http://www.sdtreastax.com/>



## THE IDEAL CANDIDATE

The ideal candidate will have a track record of innovation, leadership and creative approaches to problem solving.

## MINIMUM QUALIFICATIONS

Qualified applicants will possess a Bachelor's degree in Business or Public Administration, Finance, Economics, or a related field. A Master's degree in one of these fields, and/or Chartered Financial Analyst or Certified Financial Planner designations are highly desirable. Qualified applicants will also possess at least five years of professional experience managing a large and complex cash flow system and a multi-billion dollar fixed income investment portfolio. A background in debt issuance, a solid understanding of investment principles and practices relative to fixed income securities is required. Proficiency using Microsoft Office and investment decision programs, such as Bloomberg and SUNGARD 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 preservation of principle is required.

The County Treasurer must have the ability to build effective working relationships with co-workers, banking and investment officers in the financial community, major Credit Rating Agencies, and other public agencies and government officials. The County Treasurer must be able to plan and organize seminars, symposiums, conferences and other Treasury sponsored events, and possess strong written communication skills and be able to provide excellent customer service. A working knowledge of CA State Codes as they pertain to debt issuance and money management is required.

## COMPENSATION

The anticipated hiring range for this position will be \$145,000 to \$163,000 depending on qualifications.

## BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement System](#)
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organized culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr); select the link for jobs. Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation. **This recruitment will remain open until filled.**

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information visit [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## CONTACT INFORMATION

You may direct any questions regarding the position to Isabel McGehee, Senior Departmental Human Resources Officer at [Isabel.McGehee@sdcounty.ca.gov](mailto:Isabel.McGehee@sdcounty.ca.gov) or 619-531-4764.

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