

NEW CASTLE COUNTY GOVERNMENT

Number 0267

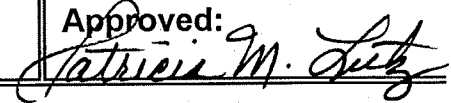
Page 1 of 2

Date 11/01/97

CLASS SPECIFICATION

Title: TREASURY OPERATIONS SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible financial work and supervises the operation of treasury activities within the Finance Division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises the daily operation of treasury activities and provides financial expertise relative to this function. Primary areas of responsibility encompass billings, collections and financial analyses. This employee is responsible for the supervision of treasury operations and exercises independent judgement. The work is performed under the administrative direction of the Treasury Manager.

EXAMPLES OF WORK: (Illustrative Only)

- Implements policies and procedures for treasury operations;
- Coordinates the preparation and mailing of bills and the collection of receivables, such as taxes and sewer fees;
- Coordinates and oversees the maintenance and reconciliation of tax and sewer accounts;
- Prepares timely financial analyses for the division, department and County;
- Supervises the customer account maintenance operations and customer service unit;
- Assists in special projects as assigned by the Treasury Manager;
- Assists in the cash management functions as assigned by the Treasury Manager;
- Prepares reports as required;
- Assigns work and supervises personnel in the Treasury Section;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of billing processes and collection procedures; good knowledge of banking procedures; demonstrated ability to coordinate operational functions and supervise related personnel; thorough knowledge of financial reporting, financial techniques and ability to apply these

NEW CASTLE COUNTY GOVERNMENT

Number 0267

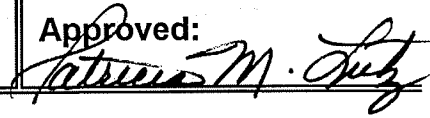
Page 2 of 2

Date 11/01/97

CLASS SPECIFICATION

Title: TREASURY OPERATIONS SUPERVISOR

Approved:



skills to various financial activities and reports; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years supervisory experience within a financial operation and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, financial management or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 11/01/97