Chief Deputy Treasurer/Administration #02600

City of Virginia Beach – Job Description
Date of Last Revision: 02-20-2020

FLSA Status: Exempt     Pay Plan: Administrative     Grade: 17

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Supervise the operation of the City Treasurer’s Office and all Divisions and Branch Offices. Determine the organizational structure of the office.

Representative Work Functions and Responsibilities
Plan, schedule, and oversee Treasurer work programs and operations, including:

- Financial Services that include accounting, bookkeeping, remittance processing, and mailroom; cash management; and investment functions with the goal of enhancing the City’s income returns. Recommend legislation to improve investment operations and maximize City resources.

- City-wide credit card processing for receipt of payment of taxes, fees, utility and other bills, and merchandise/services at point-of-sale stations throughout City departments. Negotiate optimum card processing fee.

- Development, implementation and expansion of on-line payment applications, Treasurer’s cashiering application, and the tax accounts receivable systems.

- Consolidated Collections, responsible for collection of revenue owed to the City as directed by Virginia State Code § 58.1-3919. Collection of taxes or other charges not paid when due; distress for same. This program includes collection of payments, restitution, fines, and court costs for the Courts and Commonwealth’s Attorney’s Office.

- Bankruptcy and trustee, debt set-off, parking tickets, personal property taxes, and real estate taxes.

- Treasurer’s IT functions/operations and liaison with ComIT.

Coordinate printing of tax bills and notices, as well as various statistical reports.

Prepare and manage city and state budgets for office appropriations.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those
duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**
Effectively anticipate resource requirements and take timely acquisition actions; adequately plan, schedule and supervise office routines to meet various deadlines; effectively prepare budget requests and manage expenditures of allotted funds; effectively manage personnel in respect to hiring, discipline, promotion, pay and benefits; adequately coordinate data processing needs with Information Technology; handle taxpayer/citizen complaints and requests.

**Minimum Qualifications**
Requires a Bachelor’s degree or higher in accounting, finance, business administration or related field; plus six (6) years of related experience; or any combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields providing the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Preferred Qualifications**
Certified Public Accountant or Certified Treasury Professional.

Substantial experience in the administration of complex web-based / e-commerce applications for payment receipt, processing and deposit, general accounting, and financial reporting.

Experience in the negotiation and administration of bank / credit card payment contracts.

Experience working with the general public regarding collections and related litigation.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Must be able to work evenings, weekends, holidays, and overtime when required to meet operational needs.

Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City’s operational status.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge
   1. Knowledge of the principles, theories, and methodology of municipal accounting.
   2. Knowledge of city organization and state government.
   3. Knowledge of personnel management and administrative practices.
   4. Knowledge of local, state, and federal legislation as related to local government finance and investment procedures.
   5. Knowledge and understanding of applicable local, state, and federal laws and regulations that govern collection and receipt of government/court account receivables.
   6. Knowledge of sound supervisory principles and practices.

B. Skills
   1. Skill in interpersonal relations.
2. Skill in analyzing problems effectively and making appropriate management decisions.
3. Skill in managing a large, high-volume, multi-faceted, and regulated collection and receipts operation.
4. Skill in overseeing complex automated accounting and reporting operations.
5. Skill in supervising a large staff.

C. Abilities
1. Ability to analyze problems and reach sound conclusions.
2. Ability to communicate effectively both orally and in writing.
3. Ability to operate in a complex financial market environment involving more than $600 million in investment assets.
4. Ability to establish and maintain effective working relationships with the banking/financial community and with City leadership executives.
5. Ability to prepare and present complex financial reports and recommendations.
6. Ability to keep staff focused and maintain schedule in a high-volume work environment.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires sedentary work that involves walking or standing some of the time; involves exerting up to 50 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes.
Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations and makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
This job involves dealing with the public, wherein some individuals may be concerned over escalating issues that may, from time to time, become confrontational.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
The job requires normal visual acuity, and field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.