

Market Range Detail - Treasurer Manager

Effective Date

February 18, 2013

Market Range Title Description

PURPOSE STATEMENT

The purpose of this position is to provide management and advisory services to the staff, internal management and external customers so that they can make informed decisions and optimize their performance.

PRIMARY DUTIES

- Organizes and directs large compledivisions within the Treasurer's Office
- Performs complex professional, administrative and managerial work
- Assigns, reviews and evaluates employee's performances
- Analyzes complex operating data and statistics
- Compiles data and prepares reports on status of projects, programs, and services
- Make recommendations for policies and procedures
- Maintains knowledge of relevant computerized data systems and calculations
- Conducts research and makes recommendations regarding administrative problems
- Draft Legislation
- Interact will all internal divisions of Treasurer's Office, Finance, Internal Audit, Schools, Budget
- Interact with external vendors, taxpayers, auditors, all government entities and attorneys

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$35.21	\$44.55	\$53.89

Likely Minimum Qualifications

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- Bachelor's Degree in Accounting, Finance, or a related field and five (5) years of related experience.

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.