

**City of Lowell**  
**Job Description**  
**Please Post ~ August 4, 2014**  
**Deadline ~ August 15, 2014**  
**Treasurer's Department**  
**City Treasurer/Tax Collector/Parking Clerk**

**Job Title:** City Treasurer/Tax Collector/Parking Clerk (1100-DH02, 2052)  
**Department:** Treasurer's Department  
**Reports To:** Chief Financial Officer  
**FLSA Status:** Exempt  
**Salary Range:** \$87,310.08 -\$102,552.84 DH02 per City Ordinance

**SUMMARY**

Under the direction of the Chief Financial Officer, the City Treasurer/Tax Collector/Parking Clerk ("City Treasurer") manages City financial operations and is directly responsible for the coordination, administration, operation and management of the City's cash management systems, disbursement of funds, and all monetary collection activities, including the collection of all taxes, parking tickets and tax titles. The Treasurer is responsible for the coordination, and issuance of all short-term and long-term debt obligations required to fund the City's capital improvement program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

*(The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

The City Treasurer shall oversee the City's banking and cash management programs; Monitor cash levels, prepare cash flow projections for long- and short-term borrowing; Pay interest on maturing debt and prepare all papers for bond and note issues; Provide information to Moody's Rating Service or any other Rating Agency for City bond ratings and sign bonds, notes, and other papers of credit for the City. The Treasurer is responsible for the reconciliation of cash on a weekly basis.

The City Treasurer shall, unless otherwise provided by statute, receive, hold and invest all cash deposited to the City in accordance with all Massachusetts General Laws, internal policies, and the General Code of the City of Lowell; Demand payment in writing of all accounts due to the City and pursue any legal methods of collection; Deposit, or cause to be deposited, all revenues and money accruing to the City from any source.

Upon application, the City Treasurer shall furnish the City Auditor with details of all amounts due to the City. The City Treasurer shall provide the City Auditor with a register of the number, date, amount, and day of payment and rate of interest of every city note, bond or other obligation outstanding, and of all bonds and notes issued, paid, or cancelled; applicable state and federal laws. A thorough working knowledge of MUNIS systems will be essential for performing department operations and tracking city-wide financial information.

The City Treasurer will be responsible for the effective and efficient operation of the Treasurer's Office and the management of all related staff; Supervising staff in responding to customer relations regarding billing issues, and directly participating in the resolution of more complex or difficult customer relations;

Monitoring and over seeing the preparation of various financial and accounting reports related to revenues, collections, and reconciliation of cash and receivables with the City Auditor, City departments and banking records.

The City Treasurer will be responsible for attending meetings as necessary and coordinating department operations with those of City departments and divisions; Developing, implementing, monitoring and updating department procedures and practices for maximum efficiency; Working with Information Systems to resolve issues and implement technology upgrades as related to department functions and city-wide systems; Developing and monitoring the department budget and controlling expenses within approved levels; Appointing deputies as needed to serve demands or other delinquent instruments; and, Performing all other related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises ten (10) or more employees in the Treasurer's Department; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, selecting and training of employees; planning, assigning, and directing work; establishing goals and objectives for the department; providing leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and city-wide goals; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems and providing training, daily direction and counseling to staff as required.

### **SUPERVISION**

Supervision Scope: Performs a variety of responsible functions requiring the exercise of considerable judgment and initiative to independently create, implement and administer all department programs and projects. Supervision Received: Works under the direction of the Chief Financial Officer. Employee works closely with the CFO to review and develop financial policy for the City and to keep the CFO apprised of the City's financial position, as well as the operational efficiency of the Treasury Department . The position is subject to review and evaluation according to the City Manager's priorities and goals. Supervision Given: Provides managerial oversight of all department operations and functional supervision to ten (10) full-time administrative positions and clerical assistants, assigning tasks and providing instructions. Reviews work for accuracy and completion.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE**

The City Treasurer must have a thorough knowledge of governmental accounting, budgeting, finance principles/practices and modern principles/procedures governing municipal budgeting control; Ability to plan, assign, review and coordinate the maintenance of the city treasury; Knowledge of Massachusetts municipal finance laws, Department of Revenue (DOR) regulations and other applicable

### **SKILLS and ABILITIES**

Skills in planning, management, organization, supervision and leadership; Ability to work cooperatively to support the accomplishment of city-wide priorities and department objectives; to establish goals and objectives for the department; to communicate effectively both verbally and in writing and to analyze complex issues and develop realistic plans, programs and recommendations.

**EDUCATION**

The City Treasurer must have an undergraduate degree from an accredited college or university with a major in Accounting, Business Administration, Public Administration, Finance or the equivalent. A graduate degree from an accredited college or university in Accounting, Business Administration, Public Administration or Finance is preferred.

**EXPERIENCE**

The City Treasurer must have (a) at least three (3) years professional experience as a municipal Treasurer/Collector OR at least five (5) years of full time or equivalent part-time professional experience in accounting, auditing, budgeting or finance work, (b) of which at least three (3) years were in a supervisory capacity.

**SUBSTITUTIONS**

Any equivalent combination of such experience and substitutions as follows: 1) A graduate degree from an accredited college or university with a major in Accounting, Business Administration, Public Administration, Finance may be substituted for a maximum of two (2) years of the required (a) professional experience OR one (1) year of the (b) required supervisory experience. 2). At least five (5) years of full time or equivalent part-time professional experience as a municipal Treasurer/Collector may be substituted for two (2) years of the (b) required supervisory experience. 3). At least five (5) years of full time or equivalent part-time professional experience as a municipal Treasurer/Collector AND a graduate degree for an accredited college or university with a major in Accounting, Business Administration, Public Administration, Finance may be substituted for three (3) years of the (b) required supervisory experience.

**CERTIFICATES AND LICENSES**

Certification as a Massachusetts Collector and/or Treasurer is preferred but not required. Ability to become certified as a Massachusetts Collector or Treasurer within eighteen months of appointment, is required. City Treasurer must be bondable.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to write reports, business correspondence, and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions and percentages; Ability to apply concepts of basic algebra, geometry and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; Ability to solve practical problems and deal with a variety of concrete variables in situations where only standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

Normal office environment, not subject to extremes in temperature, noise, odors, etc.; Intermittent interruptions to assist employees or customers in the office or on the telephone; May spend extended periods of time at computer terminal, on telephone or operating other office machines, requiring eye-hand coordination and finger dexterity. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified applicants should forward resume with cover letter to the attention of: Mary Callery, Human Relations Director, Human Relations Office, Lowell City Hall, 375 Merrimack Street, Room 19, Lowell, MA 01852; by deadline 4:00 PM on Friday August 15, 2014; Fax: 978-446-7102 Email: [mcallery@lowellma.gov](mailto:mcallery@lowellma.gov)***

***EOE/AA/504 Employer***