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| DEPARTMENT OF PERSONNEL SERVICES<br><br>County of Maui<br><br>POSITION DESCRIPTION   | Dept: <u>FINANCE</u><br>Div: <u>TREASURY</u><br>Section: <u>Admin &amp; Invstmt</u> Physical Location: <u>Kalana O Maui</u> |
| 1. Pos. No. <u>DF 0020</u><br>Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/><br>Full-time <input checked="" type="checkbox"/> Pt-time <input type="checkbox"/>   | 2. PRESENT CLASS <u>Treasurer</u> SR: <u>EM-05</u><br>3. Incumbent's Name: <u>Angelita De La Pena</u>                       |
| 4. Action Requested:    Initial Allocation ( <input type="radio"/> )    Reallocation ( <input type="radio"/> )    Description Only ( <input type="radio"/> )    Redescription-Review ( <input checked="" type="radio"/> )<br>Recommended Allocation: CLASS: <u>Treasurer</u> SR:   |   |
| 5. Authorized by:      (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):<br><u>DM NO. 119</u>  |   |
| 6. Duties of the Position:    List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form. |   |
| Please see attached duties and responsibilities.   |   |
| RECEIVED<br>COUNTY OF MAUI<br>6/8/15   |   |
| FOR CIVIL SERVICE USE ONLY   |   |
| ACTION TAKEN:    Initial Alloc ( )    Realloc ( )    No Change ( <input checked="" type="checkbox"/> )    Other:   |   |
| CLASS: <u>MA.020 Treasurer</u> SR: <u>EM-05</u>  |   |
| See Audit Rpt No. <u>2015-035</u> Study By: <u>ka</u> Alloc Notice No.   |   |
| Non-Comp Exam Req.    Date Admn:      Pass ( )    Fail ( )    Score:   |   |
| EFFECTIVE DATE: <u>9/16/14</u> APPROVED: <u>Amel I. Alvarez</u> DATE: <u>6/8/15</u>  |   |

RECEIVED AT BF MEETING ON 7-11-2018; Submitted by BF Com. Chair (BF-146)

7. **Supervision Received** (Give name and title of immediate supervisor)

Name: DANILO F. AGSALOG

Title: DIRECTOR OF FINANCE

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

| <u>Name</u>       | <u>Title</u>                       | <u>Nature of Supervision</u> |
|-------------------|------------------------------------|------------------------------|
| John Kulp         | Accountant III                     | Immediate                    |
| Lynn Kawamoto     | Accountant II                      | Immediate                    |
| Abilene Fernandez | RPT Collection & Relief Supervisor | Immediate                    |

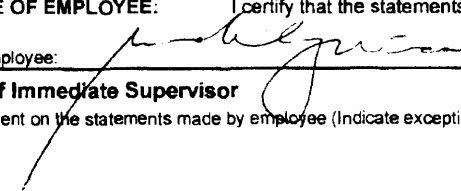
b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.

Signature of Employee: 

Date: 8-12-14

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.

Signature of Immediate Supervisor:

Date:

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.

Signature of Division Head:

Date:

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.

Signature of Department Head: 

Date:

DF 0020 - TREASURER

Position Description - Treasurer

Duties of the Position:

Reports to the Director of Finance. Administers the policies, procedures, rules and regulations relating to the maintenance of the County Treasury; plans and directs the collection, custody, accounting and management of County funds; administers a program of financial planning and strategy development; policy-making for the County's investment and financing required by the County; serves as chief financial advisor to the Director of Finance; and performs other related duties as assigned.

Duties and Responsibilities:

% of Time

Responsible for the development, management, execution and coordination of policies, activities and programs of the Treasury Division. Examples of duties include plan and direct the Collection, custody, accounting and management of County funds on deposit with Treasury; formulate and implement administrative, accounting and financing policies and procedures for the County Treasury; develop and administer debt management and cash management programs; directs the work connected with billing, collection, accounting and deposit of monies due to the County and the payment of warrants; prepare the division's budget. (a, b)

35%

Analyze, evaluate and discuss various investment and financing alternatives and strategies with investment firm representatives and top-level management personnel and make sound recommendations and decisions on investments and financing. Examples of duties include administer the investment program for the County; invest the monies of the County and its agencies; arrange for and direct the preparation and sale of general obligation and special purpose bonds; account for the payment of interest on bonds, the redemption of bonds, arbitrage accounting, and other bond related activity; arrange for transfer of funds, short-term loans or sale of treasury certificates to meet temporary needs; determines the legality and sufficiency of collateral pledged by banks as security for money on deposit for the County and the withdrawal of such collateral. (a, b)

30%

DF 0020 - TREASURER

Supervise and/or conduct studies of revenue, spending and/or investments, identification of fiscal implications of program decisions and financial planning. Examples of duties include analysis of cash flow; conduct financial research and analysis in support of issues and/or programs relating to the financial administration of the County; recommends legislative amendments on laws and ordinances pertaining to various programs.

(a, b)

15%

Provide general supervision to the real property tax collections section. Oversee the functions and responsibilities of Real Property Tax Collections Section. Review, analyze, and evaluate the recommendations of the RPT Collections supervisor and coordinate in the implementation of existing and new laws in regards to RPT collections and tax relief program such as circuit breaker credit. Meet with the RPT Collections supervisor to ensure accuracy in the proper handling of the daily RPT collections transactions as well as adherence to the existing internal controls. Spearhead in the fiscal year end audit of RPT Collections for external auditors. Guide the team in responding to queries of internal auditors as well as requests for information from council members and other county departments

Coordinate with the supervisor in providing training for staff and recommend suggestions for improvement. Lead in the hiring process of RPT Collections staff, as well as maintain a responsible, high morale, and cohesive team. Ensure accuracy of the calculation of tax revenues and that tax bills are mailed out appropriately and on a timely manner to taxpayers.

(a,b)

20%

Essential tasks are identified as follows:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and employee is hired for special expertise or ability to perform this function.