

**COUNTY OF SOLANO**  
**TREASURER-TAX COLLECTOR-COUNTY CLERK**

Est. 11/97  
CSC Exempt

**DEFINITION**

Under statutory direction plans, organizes and directs the operation of the Treasurer/Tax Collector/County Clerk's Office; serves as a member of the County's management team.

**CLASS CHARACTERISTICS**

This single position class describes an elected Department Head responsible for the receipt, safekeeping, investments and reporting all of the County's money and all other money directed by law to be paid to the County Treasurer, as well as to pay out funds as required by law, preparation of the local tax roll, and the billing and receipt of property taxes and licensing fees in accordance with the provisions of the California State Revenue and Taxation and Government Codes. The incumbent is also responsible for recording and purging all books, papers and records filed and/or deposited with the office of the County Clerk.

**EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Directs receipt, disbursement and expenditures of County funds; directs purchase, sale and redemptions of County long-term investments and placement of collateral funds in safekeeping accounts with banks following prescribed requirements of the California Government Code.
2. Directs preparation of the tax rolls, distribution of tax bills, receipt and recording of taxes; meets with inter/intra departmental senior management staff to establish programs to collect delinquent taxes; directs development of departmental procedures; directs, plans, organizes all activities of the County Treasurer-Tax Collector-Clerk operations including receipt, depositing, recording, maintaining, and purging official documents; evaluates departmental operational performance; reviews work methods and departmental procedures; reviews legislation, laws and regulations to determine necessary operational changes; designs new operational systems; communicates changes in policies and procedures to subordinate staff; ensures compliance with legislative, judicial and regulatory mandates.
3. Reads and analyzes consolidated financial statements in order to make investment decisions; prepares investment policies and status reports for the County Administrator and the Board of Supervisors.

**EXAMPLES OF DUTIES** (Continued)

4. Represents the Treasurer-Tax Collector-County Clerk's Office in meetings with representatives of the state, federal and local agencies to achieve common objectives and share information; interprets local concerns, needs and objectives to state officials, and community political concerns to staff; performs a variety of public relations functions with representatives of the media, civic groups and members of the general public.
5. Directs the development of the department budget; reviews and analyzes expenditures, revenues and staffing requests and new/amended program proposals; presents, justifies and administers departmental budget and program proposals.
6. Arranges deposit and investment agreements with banks and brokerage firms and directs placement of funds to fulfill agreements.
7. Confers with the Auditor-Controller to develop and implement consistent County policies and procedures related to operational matters; assists auditors from private firms and other governmental agencies on matters related to receipts and disbursements.
8. Supervises senior management staff; confers with subordinates to review and monitor operations; employee performance and other administrative matters; mediates operational and personnel related matters; consults with senior management staff to resolve conflicts or concerns as needed.
9. May serve on committees to address County-wide concerns.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Since this class describes an elected County officer, qualifications are governed by California Codes; however, the Board of Supervisors has adopted Ordinance No. 1524 which establishes the criteria necessary to qualify to perform the duties as Treasurer in Solano County, candidates should demonstrate possession of and competency in requisite knowledge and abilities.

**Knowledge/Abilities**

**Extensive knowledge of** laws and regulations governing the receipt, safeguard, disbursement and investment of County and other agencies monies, property tax and County-Treasurer-Tax Collector-Clerk operations.

**QUALIFICATION GUIDELINES** (Continued)

**Thorough knowledge of** the principles and practices of public administration, governmental accounting and budgeting practices; personnel administration, financial analysis and revenue forecasting techniques; investment strategy; the role of the County Treasurer-Tax Collector-County Clerk; codes affecting County Treasurer-Tax Collector-Clerk operations and responsibilities; the proper disbursement of funds; effective organizational and operational methods and systems; effective public relations techniques; collection techniques and methodology.

**Ability to plan,** organize and direct the programs and services of the Treasurer-Tax Collector-County Clerk Office; understand, interpret and explain laws, regulations and policies governing departmental operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgements; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; research regulations and professional practices governing the Treasurer-Tax Collector-County Clerk programs, services and operations; draw logical conclusions and make appropriate recommendations; prepare budgets, funding proposals and narrative and statistical reports; understand and analyze expenditure reports; research regulations; procedures and/or technical reference materials; develop goals and objectives; determine and evaluate levels of achievement and performance; secure cooperation and teamwork among professional and/or support staff; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate into operational policy and procedures; maintain confidentiality of information; work effectively with others who have objective counter to assigned role; effectively delegate responsibility and authority to others; plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

**SPECIAL REQUIREMENTS**

Candidates must meet requirements for this office as set forth in the California Government Code and Ordinance No. 1524. Solano County.

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