**Class Summary**

The responsibilities of this classification include serving as the Chief Treasury Officer for King County as outlined in King County Code and the Revised Codes of Washington (RCWs). The Chief Treasury Officer is the only county official given legal authority to bill, collect, and distribute property and other tax revenues to the political subdivisions of the county. The incumbent will manage and oversee the Treasury section.

**Distinguishing Characteristics**

This is a single level and single incumbent classification. The Chief Treasury Officer reports directly to the Director of the Finance and Business Operations Division and serves as a member of the Division's management team.

**Examples of Duties**

1. Oversee day-to-day operations and assigned staff; manage employee performance including establishing deliverables with clear expectations and focus; and provide positive and corrective feedback.
2. Serve as a key adviser to executive-level management on all treasury related issues. Develop and manage the section’s budget.
3. Direct the development and implementation of strategic goals, workforce management, performance measures, strategies, policies, best practices, and initiatives; perform complex analysis; and prepare reports and strategic and operational plans.
4. Direct and shape systems to promote an organizational culture that supports continuous improvement (LEAN) and embraces equity and social justice (ESJ) for employees.
5. Foster a culture of innovation and sustained change; develop and offer new products and services to meet customer requirements.
6. Leverage the county’s technology and business intelligence systems to drive operational improvements with a focus on performance, measurement, and accountability.
7. Sponsor, oversee, and manage complex projects. Utilize internal and external resources, technology, and continuous improvement techniques to report metrics, improve processes, create more capacity, and deliver greater value to customers and the community.
8. Represent the county’s treasury function to the community, businesses, elected officials, and professional associations; develop and advocate legislative initiatives; and advise and make presentations to the Executive, King County Council, and other local officials.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of governmental financial systems, cash management, investing, billing, collecting and distributing taxes, and other funds

Knowledge of Washington State and county laws and regulations relating to the specific duties of the County Treasurer

Skill in strategic leadership and in supervising multidisciplinary staff

Skill in implementing LEAN best practices and customer service improvements

Skill in project management of highly visible and politically sensitive projects

Skill in making presentations and initiating action

Skill in oral and written communication, including ability to communicate technical information to non-technical audiences

Ability to synthesizing information and making recommendations within and outside of established policies and procedures

Ability to make timely and quality decisions

Ability to develop a collaborative and highly effective team environment

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 05/2021 - Created |