



TREASURY ADMINISTRATOR

City of El Paso, Texas



THE COMMUNITY

Located at the westernmost edge of Texas along the Rio Grande River, El Paso has long been recognized as one of the nation's safest cities with a population of over 800,000. This thriving community is aptly referred to as the "Sun City" – a moniker derived from the 300+ days of sunshine experienced annually. El Paso, the largest Texas City on the U.S./Mexico border and the sixth largest city in Texas, is a dynamic and vibrant community whose location on the border provides the City with a culturally diverse population and a rich heritage that embraces the past while building for the future. El Paso is considered the "best of two nations," and is a warm and friendly mosaic of cultures, traditions, and ethnic groups.

The City of El Paso was incorporated in 1873 and spans over 255 square miles. Located at the confluence of two countries, the United States and Mexico; and three states, Texas, New Mexico and Chihuahua, Mexico, the City of El Paso is part of the largest binational metroplex in the Western Hemisphere. The City of El Paso serves as the epicenter of a global, cultural, and economic population of 2.5 million people. Among the fastest-growing metropolitan areas in the nation, the City engages in systemic processes, empowering effective planning and increasing efficiency to be ready to respond to emerging changes.

Transportation assets include Sun Metro transit system, El Paso International Airport and three international bridges into Mexico. Combined with Ciudad Juárez, El Paso's sister city in Mexico, the population exceeds 2.5 million and the area is recognized as a major international hub for health care, education, distribution, and cultural arts. The El Paso Independent School District (EPISD) is the largest district in the Texas Education Agency's Educational Service Center - Region 19. With more than 50,000 students on 80 campuses, EPISD is the 12th largest district in Texas and the 61st largest district in the United States. It is also El Paso's largest nonmilitary employer with more than 9,000 employees. The City is home to five campuses of the El Paso Community College and the University of Texas at El Paso (UTEP) which has an enrollment of more than 24,000 students. Texas Tech University Health Sciences Center El Paso is the only four-year medical school located on the US-Mexico border.

El Paso is filled with many attractions that residents and visitors enjoy alike. For sports enthusiasts, the City is home to The El Paso Chihuahuas, the Minor League baseball team and Triple-A affiliate of the San Diego Padres. El Paso is also home to Sun Bowl Stadium at UTEP where many events occur, including Division I college football games and other events, including the nationally televised Sun Bowl game held each year.

UTEP is also the home of the legendary Don Haskins Center where Division I college basketball games are played. Residents and visitors may also take in an El Paso Locomotive FC soccer game or an El Paso Rhinos hockey game. Located in El Paso are amusement parks, water parks, state parks, museums, the El Paso Zoo and Botanical Gardens, and the El Paso Symphony Orchestra. At the heart of the City is the Franklin Mountains State Park, the largest urban state park in Texas.

THE COMMUNITY

(continued)

Fort Bliss is the largest installation in the United States Army Forces Command and the second largest military installation in the Army overall with the largest being the adjacent White Sands Missile Range. Fort Bliss is an anchor of the local economy and its economic stability, as it is the single largest employer in the area supporting over 167,000 people with an annual economic contribution of over \$25 billion.

The City of El Paso strives to be the #1 City in America for Veterans. The City of El Paso recently won the Great American Defense Community (GADC) award from the Association of Defense Communities (ADC) and was also recognized by the Texas Veterans Commission for its high Veteran Employment rate. The City government currently employs approximately 14% of veterans and has a Military and Veterans Affairs department.

To learn more about the City of El Paso, please visit their website at www.elpasotexas.gov.



THE ORGANIZATION

The City of El Paso operates under a progressive and successful council-manager form of government with a general fund budget of \$1.38 billion and a workforce of 6,832 Full Time and 155 Part Time employees. The City navigates the daily and weekly decisions that influence the quality of life in El Paso by the actions of 32 City departments and 58 boards, committees, and commissions. The City Council appoints the City Manager, City Attorney, and Internal Auditor.



THE POSITION



Manage prescribed City financial asset investment and banking, debt obligation payment, cash flow management, and related programs as delegated, and serve as principal technical advisor to the Chief Financial Officer and Comptroller on strategies for coordinating the magnitude and timing of external and internal transactions.

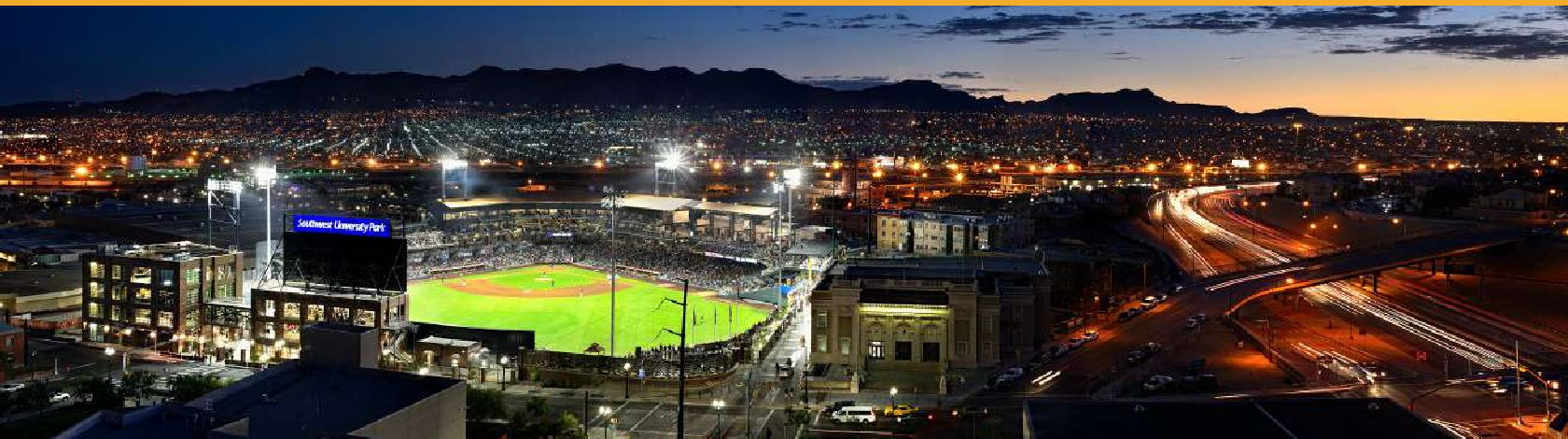
Effectively formulate and develop policies and methods for collection, payment, transfer, deposit, reconciliation, custody, security, recording, and reporting of revenue, invested, and on-hand general, bond, and grant funds in accordance with generally accepted governmental financial and accounting standards and practices. Involves: Confer with other senior management team members to devise plans for meeting Citywide short and long-term monetary requirements. Monitor, interpret, and report economic conditions and investment results, investigate complex financing problems, and analyze alternatives and make recommendations for optimizing yields of financial resources and avoidance of penalties in compliance with Federal, State, and City public funds investment and tax laws, debt covenants, liquidity requirements, and granting agency regulations. Research, write, and issue division directives regarding new and changed transaction control procedures to safeguard cash and negotiable instruments during processing, transportation, and storage, and allied manual and electronic documentation rules in collaboration with accounting staff.

Organize, implement, and coordinate ongoing overall financial investment, debt repayment, bank reconciliation, cash forecast, and project funding activities. Involves: Act as primary liaison to authorized banks, brokerage firms, insurance companies, investment consultants, granting and regulatory agencies regarding cash and revenue-generating securities mix in City's portfolio, debt issuance, deposits, withdrawals, account status, and legally required reporting. Set goals, establish performance measures, direct work processes, balance workloads, expedite work flow, and assess operating results to ensure division functions are within budget using available resources. Study and standardize investment bidding and tracking, monthly bank reconciliation, prepare and post wire transfers, trustee statement verifications, and debt repayment timing techniques to continuously improve accuracy, timeliness, and efficiency, and facilitate internal control. Monitor and enforce adherence to related information sent or received and processed to City Comptroller rules and regulations, and other governmental laws and codes. Furnish information for the Comprehensive Annual Financial Report (CAFR). Prepare and present periodic Treasury reports to City management and outside organizations. Oversee or personally perform required periodic and ad hoc mathematical, narrative, and graphical collection, compilation, breakdown, summarization, comparison, and forecasting of accounting and statistical data to depict, estimate, and explain activities, status, and trends of existing and proposed City investments and loans, including costs, yields, stability, risks, and economic influences. Prepare requests for and evaluate investment bids. Direct other allied functions of the Office of the Comptroller, as delegated.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate, and maintain harmony. Interview applicants and recommend hiring, termination, transfers, discipline, or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES

- Application of comprehensive knowledge of the capabilities of accounting and financial information systems, comparable to those currently installed.
- Application of comprehensive knowledge of modern municipal accounting and management practices, generally accepted accounting, auditing, and investment practices, methods, and policies.
- Application of considerable knowledge of business management, supervisory techniques, budgetary, and econometric techniques.
- Application of considerable knowledge of computer hardware, software, and peripherals related to a wide range of accounting and financial management operations, including computerized financial applications.
- Application of good knowledge of logic or scientific principles to define problems, collect and reconcile data, establish facts, comprehend consequences of situations, and draw valid conclusions.
- Application of good knowledge of municipal treasury, administrative, and internal control procedures.
- Ability to develop long and short-term operational plans and assess results.
- Ability to implement and utilize automated financial management or treasury methods to comply with City policy requirements, public funds investment statutes, and professional standards.
- Ability to interpret an extensive array of technical instructions dealing with numerous concrete and abstract considerations.



COMPENSATION AND BENEFITS

The City of El Paso offers a market competitive total reward package that includes a base salary and a comprehensive benefit package described below.

- **Hiring Salary:** \$87,760 - \$130,000 annually
- **Retirement:** The City participates in the City of El Paso Employees Retirement Trust. The Tier II plan is 2.25% of final wages times retirement service credit. (Age 60 with 7 years of retirement service credit or any age with 35 years of retirement service). An 8.95% member pre-tax contribution is paid by employee and 14.05% is contributed by the City. The City also contributes to Social Security.
- **Deferred Compensation:** Employees are eligible to enroll in a voluntary 457b plan through Empower.
- **Health Insurance:** Self-funded Medical with a Consumer Driven Health Plan (CDHP) and PPO plan.
- **Dental and Vision Insurance:** The City offers PPO or HMO Dental Plans and a PPO vision plan.
- **Life Insurance:** Basic Life insurance (\$50,000) for Employees, \$2,000 for spouse and \$1,000 each dependent under age 26 at no cost to employee.
- **Tuition Reimbursement:** Up to \$5,000/calendar year (degrees, certifications, and continuing education.)
- **Vacation:** Maximum balance of 400 hours.
- **Sick Leave:** Up to fifteen (15) days per year (no accrual limit).
- **Personal Days:** Four (4) days per year deducted from Sick Leave.
- **Wellness Program/El Paso Wellness Program:** Up to \$150/month (Fitness Incentive or Biometric Incentive) and use of City gym.
- **On-site Wellness Clinic:** Providence Medical Partners provides select health care at no cost to City employees who participate in the City's health insurance.
- **Relocation Assistance:** May be available.

EDUCATION & EXPERIENCE

This position requires a Bachelor's Degree in Finance, Accounting, Business, Public Administration, or related field, and five (5) years professional administrative, analytical, or consultative experience in investment, financial or economic resources planning, or cash, debt, or portfolio management, or treasury operations for government, financial services, or other private organizations. Must be bondable.

Valid Texas Class "C" Driver's License or equivalent from another state by time of appointment. Must have one of the following certifications within two (2) years following appointment: Certified Government Financial Manager (CGFM); Certified Public Finance Administrator (CPFA); Certified Public Finance Officer (CPFO); or Certified Public Accountant (CPA). Must attend Public Funds Investment Act training within six months of appointment.



APPLICATION PROCESS

Qualified candidates please submit your application, cover letter and resume online at:

www.governmentjobs.com/careers/elpaso

This position is open until filled; interested applicants are strongly encouraged to apply by **asap**. For more information, please email salamancae@elpasotexas.gov or call **915-212-1244**.



The City of El Paso is an Equal Opportunity Employer (EOE) and values diversity at all levels of its workforce.