



City Treasurer Information and Application

The City Council is seeking an individual interested in serving as its next City Treasurer.

The timeline for filling the City Council vacancy is as follows:

Friday, April 29, 2022: Applications due to the City Clerk's office no later than 5:00 p.m.

May 16, 2022: Special Meeting to conduct interviews of all applicants

May 17, 2022: Selection of candidate to fill vacancy

July 1, 2022: Assumption of Office

To be considered, your application must be returned to the office of the City Clerk no later than 5:00 p.m. on Friday, April 29, 2022. Additional written information after this date will not be accepted, unless requested by the City Council.

Please submit your original application by mail or in-person to the City Clerk's Office, One Civic Center Drive, La Cañada Flintridge, CA 91011. Emailed and faxed applications will not be accepted.

Questions pertaining to this process should be directed to:

Tania Moreno, City Clerk
One Civic Center Drive
La Cañada Flintridge, CA 91011
(818) 790-8880 or tmoreno@lcf.ca.gov

To be eligible to be appointed to the La Cañada Flintridge City Council, you:

- Must be a resident.
- Must undergo and successfully complete a background screening including, but not limited to, criminal, financial, and employment/professional reputation screenings.
- Selected by a majority vote of the City Council.

Please note that:

- Once a City Treasurer application is filed with the City, all information contained therein (except telephone number(s) becomes a public record.
- If appointed, you will be required by state law to file a Statement of Economic Interests – Form 700 (assuming office) with the Fair Political Practices Commission (www.fppc.gov) and annually thereafter.
- The City currently offers a monthly stipend of \$1,200 as compensation for the amount of time and effort that is put into what is generally considered to be a volunteer position.

**COMPLETED APPLICATIONS DUE TO THE CITY CLERK'S OFFICE NO LATER THAN 5:00 P.M.
FRIDAY, APRIL 29, 2022**

CITY OF LA CAÑADA FLINTRIDGE

CITY TREASURER

Stipend: \$1,200/month
Anticipated time commitment: 7 – 15 hours/week

POSITION SUMMARY:

Under broad direction of the City Council, the City Treasurer administers, organizes, coordinates, directs and controls the official financial depository of the City, including bank accounts, money market accounts and fixed-income securities.

RESPONSIBILITIES:

Supervises and administers the investment of the City's fiscal resources; prepares and presents statements and reports on the City's financial investment position to the City Council and general public; deposits and disburses all monies from bond collections and departmental revenues; invests the City's idle funds; supervises the maintenance of all 1911 Bond Act funds; records dealings with bonds, coupons, statements, foreclosure and redemption; supervises redemption of Municipal Revenue Bonds; works with the City's Finance Director in the coordination and recording of all receipts, disbursements and special assessments and keeps such financial records as necessary; may assist in providing revenue forecasting and anticipated investment income projections to the City Council and City Manager to aide in the preparation of the City's annual budget; prepares the City Treasurer's requested budget; directs the preparation and signing of warrants and pay checks; provides staffing and assistance to the Investment & Financing Advisory Committee (IFAC); ensures that the City is in compliance with all State and Federal laws regarding financial investments and reporting; annually reviews and provides recommendations on the City's investment policy to both the IFAC and the City Council; assumes responsibility for ensuring that the duties of the position are performed in a safe, accurate, efficient and appropriate manner; performs other duties as required.

ORGANIZATIONAL RELATIONSHIP:

The City Treasurer receives assignments from, reports directly to, and serves at the pleasure of the City Council. The incumbent serves as an "appointed public official" and is not an "employee" of the City. No salary, benefits or other employment compensation accrues with the position.

DESIRABLE QUALIFICATIONS:

Knowledge of: public administration and public finance; principles, practices and procedures of accounting and auditing; State and City laws and ordinances pertaining to the financial administration of municipal government; principles of computer technology and systems analysis; municipal accounting and budgeting; investment management practices.

Ability to: compile and analyze financial reports, recognize problems and work with the City Manager to initiate improvements to the City’s financial systems; make effective verbal and written presentations before the City Council, IFAC and other community organizations.

Education: equivalent to the completion of a bachelor’s degree in accounting, public finance, public administration or a closely related field.

Experience: requisite years of increasingly responsible experience in professional accounting, public finance and/or investment portfolio management.

REQUIRED QUALIFICATIONS:

Residency: incumbent must be a resident of the City of La Cañada Flintridge

Background/Reference Check: satisfactory completion of a background screening (including, but not limited to, criminal, financial and employment/professional reputation reference screenings.)

CONSIDERATION PROCESS:

Persons interested in being considered for the City Treasurer position must submit a completed City “Application for Commission/Committee Service” form, along with a personal resume, to the attention of the City Clerk, City Hall, One Civic Center Drive, La Cañada Flintridge, CA 91011, no later than **Friday, April 29, 2022; 5:00 p.m.** Application materials must be received prior to the deadline date and time. No facsimiles, e-mailed applications or postmarked materials.

The City Council may conduct personal interviews and/or administer further qualifying examinations prior to selecting an individual to fill the position.

A background screening (including, but not limited to, criminal, financial and employment/professional reputation reference screenings) will be conducted prior to finalizing the appointment.

To respond to questions regarding the position, please contact City Treasurer Jeff Wang at jwang@lcf.ca.gov or, regarding the process, please contact City Clerk Tania Moreno at tmoreno@lcf.ca.gov or (818) 790-8880.



APPLICATION TO FILL CITY TREASURER VACANCY

(Information provided on this form is subject to disclosure as a public record)

RETURN TO: Office of the City Clerk, One Civic Center Drive, La Cañada Flintridge, CA 91011

NAME: _____

STREET ADDRESS: _____

TELEPHONE (Daytime): _____ (Evening): _____

E-MAIL ADDRESS (Optional): _____

HOW LONG HAVE YOU LIVED IN LA CAÑADA FLINTRIDGE? _____

ARE YOU CURRENTLY A REGISTERED VOTER IN LA CAÑADA FLINTRIDGE? Yes No

PLEASE ANSWER THE FOLLOWING QUESTIONS.
(YOU MAY COMPLETE THE FORM BELOW OR ATTACH A SEPARATE SHEET TO THIS APPLICATION, INCLUDING IF ADDITIONAL SPACE IS NEEDED)

1. Please describe your community involvement and activities (both La Cañada Flintridge and elsewhere):

2. Please describe your education and work experience/training that you believe would be relevant in your role as a City Treasurer.

3. Please describe any expertise and/or specialized knowledge that you possess that would be relevant in your role as a City Treasurer.

4. Understanding that the City Council regularly meets every 1st and 3rd Tuesday of each month, please describe any time constraints or limitations on your availability (days of week, evenings, weekends, frequent and/or extended absences, recurring business obligations) that might limit your availability for special meetings or community events:

5. Please describe your personal goals and what you would like to see accomplished if appointed:

6. Please identify any potential conflicts of interest that could arise while serving as a City Treasurer including, but not limited to, financial, business and/or organizational affiliations. *(If appointed, you will be required to annually complete a Statement of Financial Interests Form 700 reporting your financial interests).*

7. Please provide your reasons for wanting to serve as City Treasurer and any other comments that you believe would be helpful to the City Council as it considers your application for appointment:

STATEMENT: I am aware and acknowledge that the City of La Cañada Flintridge may obtain public records from other government agencies and/or other information generally available to the public about me including, but not limited to, content generally available, with or without fee, accessible on the internet, social media or other sources, irrespective of their accuracy. I hereby consent to the use of such information and agree to hold harmless and forever release the City, its officers, agents and employees, from any and all liability in the use or consideration of such information. I hereby attest that the information provided on this form is true, substantively complete, accurate and devoid of any material omissions.

Signature