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CITY COUNCIL MEETING

APRIL 7, 1982

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APPOINTMENT OF
CITY TREASURER

City Manager Graves introduced Agenda Item "k" - "Appointement of City Treasurer" apprising the Council that he had appointed Robert Holm on April 6, 1982 as Finance Director and that he would now recommend that the Council appoint Mr. Holm as City Treasurer. Councilman Pinkerton indicated his disappointment that the Council had not been informed by the City Manager of his intentions regarding the appointment of the City's Finance Director.

Discussion followed with questions being directed to Staff, and the City Manager regarding the duties, etc. of the City Treasurer.

On motion of Councilman Pinkerton, McCarty second, Staff was directed to prepare Specifications for the position of City Treasurer. The motion carried by the following vote:

Ayes: Councilmen - Murphy, Pinkerton & McCarty
Noes: Councilmen - Hughes and Katnich

CITY COUNCIL

JAMES A. McCARTY, Mayor
ROBERT G. MURPHY, Mayor Pro Tem
RICHARD L. HUGHES
WALTER KATNICH
JAMES W. PINKERTON, Jr.

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
POST OFFICE BOX 320
LODI, CALIFORNIA 95241
(209) 334-5634

HENRY A. GLAVES, Jr.
City Manager

ALICE M. REIMCHE
City Clerk

RONALD M. STEIN
City Attorney

April 28, 1982

Mr. Robert Holm
Finance Director/Treasurer
City of Lodi

Dear Mr. Holm:

This letter will confirm the action of the Lodi City Council at its regular meeting of April 21, 1982 whereby you were appointed to serve a Treasurer of the City of Lodi effective that date for an unspecified term.

Very truly yours,

Alice M. Reimche
Alice M. Reimche
City Clerk

AR:dg

CITY TREASURER

DEFINITION

Responsible for the receipt, deposit, and disbursement of all revenues and taxes accruing to the City in compliance with all laws governing the deposit and securing of public funds under the statutes of the State of California and the ordinances of the City of Lodi.

EXAMPLE OF DUTIES:

Receives and has custody of all Revenues and Taxes receivable by the City from a variety of sources; deposits all monies received in such depositories as may be in compliance with laws governing the deposit and securing of public funds under the statutes of the State of California and the Ordinances of the City of Lodi; disburses monies on demand properly audited under appropriate statutes and ordinances; submits financial reports and related statements of all receipts, disbursements and fund balances; makes disbursements on warrants signed by legally designated officials; complies with all laws governing the deposit and securing of public funds and the handling of trust funds.

DESIRABLE QUALIFICATIONS:

- Knowledge of: Accounting and auditing principles, practices and procedures; Financial investment principles and practices; Governmental fund accounting, investments, and practices.
- Ability to: Prepare and analyze financial statements and reports; Learn and interpret rules, regulations, laws and ordinances affecting municipal financial transactions; Prepare clear and concise financial reports; Formulate sound investment policies and programs.
- Experience: Five years experience in financial investment, accounting, and investment Management programs.
- Education: Degree in Accounting, Financial Management, Business; or Public Administration or related field or any equivalent combination of training or experience.