

RESOLUTION NO. CC-2507-047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASS SPECIFICATIONS TO UPDATE THE POSITION OF CHIEF DEPUTY CITY TREASURER

WHEREAS, pursuant to Sections 2-3.602 and 2-3.603 of Article 6, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council of the City of Redondo Beach ("City Council") shall set forth from time to time the Class Titles for job classifications; and,

WHEREAS, pursuant to Section 2- 3.502 of Article 5, Chapter 3, Title 2 of the Redondo Beach Municipal Code, the Mayor and City Council shall set forth from time to time the Specifications for job classifications; and

WHEREAS, the Chief Deputy City Treasurer remains assigned to the Management and Confidential Bargaining Unit; and

WHEREAS, it is necessary to amend the Official Book of Class Specifications to reflect such action of the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Official Book of Class Specifications is hereby amended, as reflected in the attached Exhibit "A" relating to updating the Class Specification for the position of Chief Deputy City Treasurer

SECTION 2. This resolution shall take effect immediately upon its adoption by the City Council.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED this 1st day of July, 2025.

James A. Light, Mayor

APPROVED AS TO FORM:

ATTEST:

Joy A. Ford, City Attorney

Eleanor Manzano, CMC, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF REDONDO BEACH)

I, Eleanor Manzano, City Clerk of the City of Redondo Beach, California, do hereby certify that Resolution No. CC-2507-047 was passed and adopted by the City Council of the City of Redondo Beach, California, at a regular meeting of said City Council held on the 1st day of July, 2025, and thereafter signed and approved by the Mayor and attested by the City Clerk, and that said resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Eleanor Manzano, CMC
City Clerk

EXHIBIT A

JOB SPECIFICATION FOR CHIEF DEPUTY CITY TREASURER

See attached job specification.

CHIEF DEPUTY CITY TREASURER

DEFINITION

Under the direction of the elected City Treasurer, the position is accountable as a team member for planning, organizing, and managing the programs and activities of the City Treasurer's office to achieve results in support of the City's mission, goals, policies and objectives.

EXAMPLES OF DUTIES

This position is accountable as a manager and team member to perform support duties and services including but not limited to:

- Management of the day-to-day operations of the City Treasurer's office; supporting the administrative objectives and internal/external audit functions as they relate to the charter mandated statutory responsibilities of the City Treasurer and the policy goals of the City Council;
- Assisting the City Treasurer in making cash management and investment decisions relative to City funds, and may act as City Treasurer in the City Treasurer's absence;
- Management of City's banking relationships, record keeping, investments and revenue, as well as City and Department Investment Management policies;
- Providing administrative support, internal review services and forecasting of major tax based operating revenue sources;
- Completing administrative objectives along with internal/external audit functions as they relate to Charter mandated responsibilities of the City Treasurer;
- Preparation and maintenance of the department budget;
- Monitoring and maintaining responsibility for the City's investment portfolio; Coordinate legal compliance among the City's investment portfolio, the City's investment policy, State Law, the City Charter and revenue policies;
- Provide internal support to City's Financial Services Department and other key operating departments;
- Preparation and presentation of regular reporting to City Council, Boards and Commissions or other entities as directed;
- Attending City Council and Commission meetings as requested;

- Showing initiative to achieve positive and timely results for the organization;
- Delivering outstanding internal and external customer service while working proactively to create sustainable solutions;
- Maintaining effective relationships with the City Council, Boards, Commissions and city management;
- Support of the City's mission, goals policies and objectives; solving problems and communicating effectively with the public and fellow employees;
- Supporting the City's values of: openness and honesty; integrity and ethics; accountability; responsive and effective customer service; teamwork; excellence; and fiscal responsibility;
- Perform other related duties as assigned

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and the employee is a member of the Unclassified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City Treasurer, by directing the right combination of people, resources, processes and time to successfully achieve results.

The position requires graduation from an accredited college or university with a Bachelors' degree or greater in accounting, finance, public administration, business administration or a related field. A Master's degree in a related field is highly desirable.

The position requires at least four years of increasingly responsible professional management experience in municipal finance, accounting or treasury management. Relevant knowledge and experience in some or all of the following areas is desirable: investment of public funds, bond issuance, financial reporting and public finance law.

The position requires excellent oral and written communication skills.

The position requires computer literacy with knowledge and experience with technology programs such as Excel, Office, Word and other related finance, accounting and investment programs, and an understanding of and adherence to City policies for Information Technology.