

JOB DESCRIPTION: **TREASURER'S RESOURCE ADMINISTRATOR**

DATE: 06/06/2013

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	014
SUPERVISOR:	Finance Director	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Oversee and manage resources under the County Treasurer's scope of authority. Administer the County natural gas resources program. Oversee County's surplus property inventory. Provide advanced support to and coordination of other County programs as assigned including but not limited to programs related to County property or affecting County property. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Administer all aspects of the county-owned natural gas resources program. Administer the Mist gas field lease provisions, including monitoring the timely receipt of lease rental payments, royalties and delay drilling penalties, alerting lessees to defaults and correcting same. Act as liaison with operators in the Mist gas field, State agencies and industry experts. Track the drilling and production of wells within the Mist gas field. Negotiate leases. Work with others in the industry interested in expanding the capabilities of the Mist gas field. Organize and monitor auction of gas storage and production leases. Prepare leases and documents to finalize the auction.

Over see County-owned surplus real and other property and assets. Maintain an updated inventory of County-owned property, working with the County Assessor in establishing a current assessed value and the cartographer in identifying and accurately describing each piece of property. Perform title research, inspection of properties when needed, and post and secure properties when needed. Institute eviction proceedings when warranted, working with former property owners in the redemption or reconveyance of property. Assist Tax Collector in foreclosure process and preparation of foreclosure proceedings.

Monitor all resource funds regularly.

Prepare for and coordinate land sales and auctions, working with Board of Commissioners and Public Works Director in identifying whether a property is to be deemed surplus or facility. Complete private sales of property, including working with City managers/administrators in the transfer or exchange of properties.

Coordinate the records and programs regarding the County's Property and Liability insurance programs working closely with the Risk Management Committee and Agent of Record.

Process to completion petitions and/or applications for road vacations, legalizations and modifications, and special district formations and annexations.

Act as Public Events Administrator and Mass Gathering Administrator.

Administer state and federal grants as assigned.

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Develop and recommend policies, procedures and office standards and practices for more efficient departmental operations.

Maintain files, create reports, create invoices for payments and ensure that all administrative activities related to assigned programs are complete and accurate.

Attend meetings and conferences as required.

Answer questions regarding departmental or program policies or procedures. Assist public in completing forms, applications and by supplying correct information in response to inquiries.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work independently without direct supervision under the general direction of the Finance Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in a related field plus five years of progressively responsible relevant experience or an Associate's degree in a related field plus ten years of progressively responsible relevant experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of office practices and procedures. Strong familiarity with the use of computers and business software such as word processing and spreadsheets. Knowledge of principles and practices of natural gas resource management. Knowledge of principles and practices of property management and appraisal, including familiarity with the use of tax maps, legal descriptions, land uses and marketing techniques.

Ability to communicate effectively and prepare clear and concise reports and perform basic math calculations accurately. Ability to perform complex tasks requiring independent judgement with minimal supervision. Ability to appropriately interpret statutes, rules, codes and ordinances. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Property inspections require additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Travel to inspect properties and the Mist gas field is necessary, requiring the operation of a motor vehicle, often to remote areas. Property inspections may require walking over various terrains or other hazards and exposure to all weather conditions.