



Work Smart Analysis Town of Rochester, Massachusetts

Job Title ----- Treasurer
 Department ----- Treasurer
 Reports to ----- Town Administrator
 Job Number ----- 22TOR
 Classification ----- Level (2) Light
 Shift Duration ----- 8 hours / 5 days
 Break cycle ----- 1-30 min. (2)-15 min.
 Noise Level Rating --- Low
 Job Location ----- 95% inside 5% outside
 Temperature Range- 65° to 80° indoor/ Seasonal Outdoor

Summary

The primary function of this position is to manage all Town financial operations and is directly responsible for the coordination, administration, operation and management of the Town's cash management systems, debt issuance, disbursement of funds, and all monetary collection activities, as well as the management of tax title accounts, management of payroll and employee benefits, investment and management of Town funds in a timely manner abiding by all municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations.

Supervisory Responsibilities

Directly supervise employees in the Treasurer's Office. Plan, assign, and direct work; establish goals, and objectives for the department, provide leadership and effective communication to plan, manage, organize and supervise employees for the accomplishment of department objectives and town-wide goals; appraise performance, reward and discipline employees; address complaints and resolve problems, and provide training, direction and counseling to staff as required.

Essential Functions

- ☐ At the start of the shift review email, voice mail and other communications, check schedule /calendar for meetings and appointments.
- ☐ Maintain office hours; ensure coverage of daily business hours, respond to inquiries and provide records and information to the general public, town departments, mortgage companies, lawyers and other agencies and make necessary referrals as required
- ☐ Oversee the basic management of all monies received and disbursed by the Town; receiving, expending and accounting for said monies, transferring funds, making deposits and reconciling statements, verifying the correct reporting of all revenues.
- ☐ Oversee the investment of all funds, maintain constant vigilance of the town's investments, cash position including cash flow projections; evaluates various investment or borrowing options, consult with bankers and advisors regarding investment strategies.
- ☐ Assure proper investment and borrowing procedures, timely investment of all funds, the preparation of disclosure documents for rating agencies, the continuous evaluation of yields for investments and the planning, negotiating, implementation, issuance and assumption of obligation of long and short-term borrowing by the Town.
- ☐ Maintain custody of securities of town and trust funds, account for income from investments and fund portfolios, receive deposits from all sources having to do with town-business.
- ☐ Assure adequate funds availability to meet obligations such as payroll, and bill, bond and note payments and to maintain custody of stabilization, trust and all other funds of the Town.
- ☐ Reconciles statements and makes deposits, transfers funds and pays bill.
- ☐ Responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto.
- ☐ Initiate legal procedures when receivables are overdue and serves as advisor to the Board of Selectmen to custodial auction issues for tax title and foreclosure accounts, overseeing tax title proceedings including receipt of payments, discharge of tax titles, and foreclosure sales and auctions through the Board of Selectmen.
- ☐ Assist in the preparation of annual reports, capital improvement program and annual budget.
- ☐ Advise the Town Administrator on budget-related matters and provide advice on request from other town officials.
- ☐ Administer group health, dental, life, and disability and county/state retirement systems.
- ☐ Oversee the payroll process and benefits coordination, the input of salary and benefit information, computation of payroll deductions and processing of related payments for health and life insurance, retirement, withholding taxes, deferred compensation, etc.
- ☐ Sign, distribute, stop payment and re-issue checks / direct deposits and preparation of related town, agency, state and federal reports.
- ☐ Process reports and payments for employees' insurance, pension plan, and benefits plans offered by the town.
- ☐ Prepare monthly, quarterly, annual statements relative to cash, investments, tax title, foreclosures, payroll, benefits and debt.
- ☐ Research, compile, and present immediate and long-range plans, capital and operational budget development, trend forecasting, debt service development and financial planning and recommendations.
- ☐ Serve as a member of the joint purchase group the Mayflower Municipal Health Group; and of the Insurance Advisory Committee, and represent the interests of the Town as a member of the Plymouth County Retirement System Advisory Board. Act as HIPAA compliance officer.
- ☐ Complete special projects and perform any and all similar or related work as required, directed or as situation dictates.
- ☐ At end of shift, secure office and equipment as required.

Physical Factors

- | | |
|---|---|
| <input type="checkbox"/> (2) Hand Lift (max)-----20 lb.@ occurrence ---- occasional | <input type="checkbox"/> Hand Grasp (max) ----- 20 lb. @ occurrence -- intermittent |
| <input type="checkbox"/> (2) Hand Carry (max)----20 lb.@ occurrence ---- occasional | <input type="checkbox"/> Pinch (max) ----- 10 lb. @ occurrence ---intermittent |
| <input type="checkbox"/> Lift / Carry (aver.) ----< 10 lb. @ occurrence ---- intermittent | <input type="checkbox"/> Static Push / Pull (max) -- 25 lb. @ occurrence --- occasional |
| <input type="checkbox"/> Stand -----10% Walk ----- 20% Sit ----- 70% | <input type="checkbox"/> Static Push / Pull (max) <10 lb. @ occurrence --- intermittent |

Personal Protective Equipment

Appropriate Footwear

Calculator, Postage Meter,
Credit Card Swipe
Letter Opener / Stapler

Tools, Equipment and Machinery

Computer / Keyboard / Mouse
Printer / Copier/ Fax
Telephone / Cell phone

Markers / Pens / Clipboard
Hole Puncher / Paper Cutter
Date Stamp / Combination Safe

Common Workplace Regulations

- | | |
|--|---|
| <ul style="list-style-type: none"> • Report all accidents to the supervisor. • Get first aid <u>immediately</u> for ALL injuries. • Report unsafe conditions to the supervisor • Know emergency evacuation procedures, exits and alarms • Responsible for understanding policy / procedures as stated in the employee manual and union contract. • Must be able to follow oral and written instructions • Must be a US Citizen, or a legal alien and 18+ years of age. • Must complete a 90 working day probationary period. | <ul style="list-style-type: none"> • Employees must wear Personal Protective Equipment and use safety gear where required. • Apparel must follow the Town policy. • Must adhere to town policies and generally accepted professional behavior while performing job duties and / or representing the town in any manner. • Use proper lifting and carrying procedures / Seek assistance mechanical or manual over 50lb • Town facilities are a "tobacco free" environment there are no tobacco products allowed in town buildings, vehicles, equipment or on town property. |
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General Job Requirements

- Must read, write, and communicate in English as it relates to the job and to the safety regulations.
- Must be able to access all levels of a site/building/structure.
- Must be able to operate equipment and tools used to perform the job.
- Must be able to perform all job functions safely.
- Must meet the performance standards for the job.
- Must be able to work the scheduled / assigned times and required overtime for the position.
- Must complete mandatory drug testing as required.
- Must complete required medical physical exam and testing.
- Must submit to CORI check and not possess any significant criminal record as determined by the appropriate authorities.
- Must be able to effectively communicate (verbal and written) with co-workers, town employees, auditors, vendors and residents.
- Must have ability to respond to inquiries / complaints with discretion and work calmly / effectively under any conditions.
- Must have skills in planning, management, organization, supervision and leadership are necessary
- Must be able to maintain confidentiality as may arise concerning sensitive employee privacy issues.

Specific Job Skills, Qualifications and Training

- Must have Bachelor's Degree in Accounting, Economics, Business Administration or related field.
- A Masters in Business Administration / Accounting preferred.
- Must have broad experience in municipal financial management and / or a combination of education and experience that enables performance of all aspects of the position.
- Certification as a Massachusetts Treasurer preferred.
- Eligibility to become a certified Massachusetts Treasurer is required.
- Must have extensive knowledge of MGL Chapter 60, 44, 32B, and associative general laws relating to municipal taxes and charges; the ability to perform various accounting functions; reconciling, recording, and reporting over a broad range of accounts / funds.
- Must have the ability to establish and maintain effective working relationships with department heads, staff, elected or appointed officials, bank officials and vendors.
- Must be bondable and have excellent customer service skills.
- Must demonstrate high regard for employee / resident privacy and the policies and procedures of the Town.
- Must have excellent computer skills, fluent in Excel, Access, Word and like software systems.

Environmental Exposures

- ☐ Heat / 99°F or above (inside)
- ☐ Cold / 40° or below (inside)
- ☐ Wet Conditions
- ☒ Seasonal Outdoor Temperatures
- ☐ Darkened Conditions

Material Exposures

- ☐ Machine / Truck Vibration
- ☐ Moving Mechanical Parts
- ☐ Electrical Shock
- ☐ Open Flame / Radiant Energy
- ☐ Cutting Devices / Blades / Knives

Chemical Exposures

- ☐ Caustic
- ☐ Toxic /Noxious
- ☐ Flammable / Combustible
- ☐ Corrosive
- ☒ Cleaning Solutions

Atmospheric Conditions			Work Area Mobility		Floor Surfaces	
<input type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Allergens	<input type="checkbox"/> Sand	<input checked="" type="checkbox"/> Step/Stairs	<input type="checkbox"/> Staging	<input checked="" type="checkbox"/> Carpet	<input checked="" type="checkbox"/> Concrete
<input type="checkbox"/> Odors	<input type="checkbox"/> Emissions	<input type="checkbox"/> Particles	<input checked="" type="checkbox"/> Handrails	<input checked="" type="checkbox"/> Protrusions	<input type="checkbox"/> Fatigue Mat	<input checked="" type="checkbox"/> Wood
<input type="checkbox"/> Gases	<input type="checkbox"/> Mist	<input type="checkbox"/> Sawdust	<input checked="" type="checkbox"/> Platforms	<input type="checkbox"/> Narrow Access	<input checked="" type="checkbox"/> Rubber Tile	<input checked="" type="checkbox"/> Tile
<input type="checkbox"/> Filings	<input type="checkbox"/> Powder	<input type="checkbox"/> Smog	<input type="checkbox"/> Catwalk	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Gravel/Stone	<input type="checkbox"/> Steel Plate
<input checked="" type="checkbox"/> Dust	<input type="checkbox"/> Ashes	<input type="checkbox"/> Ammonia	<input checked="" type="checkbox"/> Shelving	<input type="checkbox"/> Step-Ladders	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Dirt

Task Analysis	Specific Task Factors
<p>Administrative Duties</p> <p>The employee will oversee the basic management of all monies received and disbursed by the Town; receiving, expending and accounting for said monies, transferring funds, making deposits and reconciling statements, verifying the correct reporting of all revenues.</p> <p>The employee will oversee the investment of all funds, maintain constant vigilance of the town's investments, cash position including cash flow projections; evaluates various investment or borrowing options, consult with bankers and advisors regarding investment strategies.</p> <p>The employee will assure proper investment and borrowing procedures, timely investment of all funds, the preparation of disclosure documents for rating agencies, the continuous evaluation of yields for investments and the planning, negotiating, implementation, issuance and assumption of obligation of long and short-term borrowing by the Town.</p> <p>The employee will maintain custody of securities of town and trust funds, account for income from investments and fund portfolios, receive deposits from all sources having to do with town business.</p> <p>The employee will assure adequate funds availability to meet obligations such as payroll, and bill, bond and note payments and to maintain custody of stabilization, trust and all other funds of the Town.</p> <p>The employee will reconcile statements and makes deposits, transfers funds and pays bill.</p> <p>The employee will be responsible for tax titles, receipt of payments, discharge of tax titles, foreclosure sales or legal processes relative thereto.</p> <p>The employee will initiate legal procedures when receivables are overdue and serve as Selectmen advisor on custodial issues for tax title and foreclosure accounts, oversee tax title proceedings including receipt of payments, discharge of tax titles, and foreclosure sales and auctions through the Board.</p> <p>The employee will assist in the preparation of annual reports, capital improvement program and annual budget.</p> <p>The employee will advise the Town Administrator on budget-related matters and provide advice on request from other town officials.</p> <p>The employee will administer group health, dental, life, and disability and county/state retirement systems.</p> <p>The employee will oversee the payroll process and benefits coordination, the input of salary and benefit information, computation of payroll deductions and processing of related payments for health and life insurance, retirement, withholding taxes, deferred compensation, etc.</p> <p>The employee will sign, distribute, stop payment and re-issue checks / direct deposits and preparation of related town, agency, state and federal reports.</p> <p>The employee will process reports and payments for employees' insurance, pension plan, and benefits plans offered by the town.</p> <p>The employee will prepare monthly, quarterly, annual statements relative to cash, investments, tax title, foreclosures, payroll, benefits and debt.</p> <p>The employee will research, compile, and present immediate and long-range plans, capital and operational budget development, trend forecasting, debt service development and financial planning and recommendations</p>	<p>Lift and Carry ---- up to 20 lb. Normal -----< 10 lb. Push / Pull ----- up to 25 lb. Reach ----- up to 24 " Work area Ht. -- 12" to 48"</p> <p>ROM -- reach, pinch, grasp, walk, bend, stoop, sit, stand</p> <p>Temperature----65° to 80° indoor Daily occurrence ---- 50% PAC Rating----- (2)</p>
<p>Treasurer's Office / Customer Service Duties</p> <p>The employee will maintain Treasurer Office hours; ensure coverage of daily business hours.</p> <p>The employee will receive departmental, retiree, student activity and all other receipts.</p> <p>The employee will respond to inquiries from and provide public records and information to the general public, other town departments, vendors, mortgage companies, lawyers and other agencies; research and prepare documents; make necessary referrals as required.</p>	<p>Lift and Carry ---- up to 20 lb. Push / Pull ----- up to 25 lb. Reach ----- up to 24 " Work area Ht. -- 6" to 60" ROM -- reach, pinch, grasp, drive, twist, climb, walk, bend, sit, stand, lean, Temperature----65° to 80° indoor Daily occurrence ---- 40% PAC Rating----- (2)</p>
<p>Other Duties</p> <p>The employee will serve as a member of the joint purchase The Mayflower Municipal Health Group; and of the Insurance Advisory Committee, and represent the interests of the Town as a member of the Plymouth County Retirement System Advisory Board and act as HIPAA compliance officer.</p> <p>The employee will complete special projects and perform any and all similar or related work as required, directed or as situation dictates.</p> <p>At end of shift, secure office, equipment as required.</p>	<p>Lift and Carry ---- up to 20 lb. Push / Pull ----- up to 25 lb. Reach ----- up to 24 " Work area Ht. -- 6" to 60" ROM -- reach, pinch, grasp, drive, twist, climb, walk, bend, sit, stand, lean, Temperature----65° to 80° indoor Daily occurrence ---- 10% PAC Rating----- (2)</p>
<p>Section 1: Job Specific Task Factors</p>	<p>Comments</p>
<p>Section 1: Job Specific Task Factors</p>	<p>Critical to Job Success</p>

Standing:	10	%	8 Hr.	Office-counter work	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Walking:	20	%	8 Hr.	Meetings / Office-counter work	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Sitting:	70	%	8 Hr.	Drive vehicles / Administrative Duties / Paperwork	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Normal Wt	Max Wt	Distance			
Lifting:	< 10 lb.	20 lb.	2-20 ft.	Books / supplies / equipment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Carrying:	< 10 lb.	20 lb.	2-20 ft.	Books / supplies / equipment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Push/Pull (Object Wt)	25 lb.	125 lb.*	1-20 ft.	Equipment / torque/ tools /supplies	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Push/Pull (Static Force)	< 10 lb.	25 lb.	1-20 ft.	Equipment / torque/ tools /supplies	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Clarifications: * 125 lb. of torque using hand tools / driving / devices (screwdriver, etc.) requires 25 lb. of physical force.

Section 2: Visual Communication Demands

Reading Requirements: ☒ Work Schedule ☒ Procedures/ Manuals ☒ Machine Controls ☒ Gauges ☐ On-Board Computer
☒ Safety Material and Signage ☒ Invoices ☒ Bills of Lading ☒ Work Order ☒ Safety Check Sheets
☒ Computer Monitor / Keyboard ☒ Labels, Stickers, Tags ☐ Blueprints ☐ Maps ☐ Other (explain)

Visual Accommodation: ☐ Magnifying Glass ☐ Lighting ☐ Mirrors ☐ Lenses ☐ Other (specify):

Color Vision required: ☐ no ☒ yes

Clarifications

Section 3: Verbal/Auditory Communication Demands

Comments

Critical to Job Success

	0	<20%	20-50%	50-75%	75-90%	>90%			
In person			X				Co-workers / Residents	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
On Telephone			X				Co-workers / Vendors/ Agencies	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
To the Public			X				Residents / Agencies / Vendors	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Public Address		X					Departments / trainings	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Two Way Radio								Yes <input type="checkbox"/>	No <input type="checkbox"/>

Clarification:

Section 4: Physical Demands

Comments

Critical to Job Success

	0	<20%	20-50%	50-75%	75-90%	>90%			
Climb		X					Steps / Stairs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Balance		X					Steps / Stairs	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Stoop		X					Office-counter work / supplies	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Kneel	X							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Crouch		X					Office-counter work / supplies	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Crawl	X							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reach 12 - 18"				X			Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Grasp				X			Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Turn Wrist			X				Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Pinch			X				Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Write- Data Entry				X			Data / email / reports	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Read				X			Payroll / benefits / reports / data / tax bills	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Measure-weigh-count			X				Count cash	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Drive / Operate		X					Bank / Meetings	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Foot /Pedal		X					Drive	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Hand Control		X					Drive	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2 Hand Control		X					Drive	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Twist Head-Neck		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Twist Back		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reach to Floor		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reach overhead		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reach over 18"		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Reach below waist			X				Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Lift Overhead		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Lift Waist Level		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Lift from Floor		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Bend at Waist		X					Office-counter work/ admin duties	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Smell	X							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Taste	X							Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments

Administrative, Scheduling and Other Requirements

- | | | |
|---|---|---|
| <input type="checkbox"/> Close Supervision | <input checked="" type="checkbox"/> Set shift hours | <input type="checkbox"/> Mandatory overtime |
| <input type="checkbox"/> Frequent Supervision | <input checked="" type="checkbox"/> Work schedule set | <input type="checkbox"/> Weekend overtime |

<input checked="" type="checkbox"/> Random Supervision <input checked="" type="checkbox"/> Follows set Work Schedule <input type="checkbox"/> Work directed by Supervisor <input checked="" type="checkbox"/> Work Tasks done as need arises	<input checked="" type="checkbox"/> Supervisor discretion (emergency) <input checked="" type="checkbox"/> Work is employee paced <input checked="" type="checkbox"/> Work is a team / cell effort <input type="checkbox"/> Work is machine paced <input checked="" type="checkbox"/> Work is paced by priority situations	<input type="checkbox"/> Holiday overtime <input type="checkbox"/> Work incentive based <input checked="" type="checkbox"/> Work has timeframes <input checked="" type="checkbox"/> Work has deadlines
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Employee Acknowledgement

I acknowledge that I understand and accept the requirements, safety specifications, conditions and qualifications as specified in this document.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Range of Motion Factors

Neck		Shoulder		Wrists		Hands		Knees	
Rt Rotation	75%	Rt Rotation	75%	Rt. Extension	75%	Thumb/Mid/Index	75%	Deep Bend	75%
Lt Rotation	75%	Lt Rotation	75%	Lt. Extension	75%	Rt. Open/ Close	75%	Rt. Ext/ Flex	75%
Up Extend	75%	Back		Rt. Flex (down)	75%	Lt. Open/ Close	75%	Lt. Ext/ Flex	75%
Down Flex	75%	Forward bend	75%	Rt. Flex (down)	75%	Elbows		Feet	
		Rt Trunk Twist	75%			Rt. Ext./Retract	75%	Rt. heel/ toe	75%
		Lt Trunk Twist	75%			Lt. Ext./Retract	75%	Lt. heel/ toe	75%

Physical Ability Classification Rating System

Number	Level	Lift	Grasp	Pinch	Static P/P	Frequency	100% ROM Demands
(1)	Sedentary	<10 lb.	15	8	<10 lb.		-
(2)	Light	10-20 lb.	20	10	10-30 lb.	25% >	> 50% of categories
(3)	Moderate	20-50 lb.	35	13	30-60 lb.	20% >	> 75% of categories
(4)	Intermediate	50-75 lb.	50	17	60-85 lb.	15% >	100% of categories
(5)	Heavy	75-100 lb.	65	22	85-100 lb.	10% >	-
(6)	Extreme	100 lb.>	85	28	100 lb.>	5% >	-

Continual - activity is performed 60% or more of the workday
 Frequent -----activity is performed 40-60% of every workday
 Intermittent- recurrent activity done 25-40% of every workday.

Occasional -activity is done less than 25% of the workday.
 As needed --activity is done when need arises, < 5% of workday.

Photographs of Job Tasks and Work Environment
