KOOTENAI COUNTY invites applications for the position of:

Chief Deputy Treasurer

DEPARTMENT: Treasurer

SALARY: $72,501.00 - $105,127.00 Annually

OPENING DATE: 01/08/21

CLOSING DATE: 02/12/21 05:00 PM

SUMMARY:

CHIEF DEPUTY TREASURER

APPLY ONLINE AT WWW.KCGOV.US AND ATTACH COVER LETTER AND RESUME

THIS EXECUTIVE LEVEL EXEMPT POSITION: Reports to the elected Kootenai County Treasurer and is responsible for the operations of three governmental departments (Treasurer, Tax Collector, and Public Administrator). The Chief Deputy directs the education, development, implementation, and monitoring of all activities within the Treasurer’s Office. The Chief Deputy also insures all activities within the Treasurer’s Office are in compliance with Federal, State, and local laws.

- $72,501 to $105,127 per year depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, 11.94% employer contribution, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only $55.33 per month (nicotine free rate). View our entire benefits package https://www.kcgov.us/346/Benefits
- Public Student Loan Forgiveness Program

View the full job description.

DO YOU QUALIFY?

- Do you have a Bachelor’s Degree from an accredited four-year college or university in Business or Public Administration?
- Do you have a minimum of five years related experience and or training? (Note: an equivalent combination of education and experience may be considered)
• Do you possess knowledge of principles and practices of finance as applied to a wide variety of government investment programs?
• Do you have supervisory experience and are you able to operate within County organizational policies and applicable laws?
• Are you bondable?
• Do you possess a valid driver’s license and are you insurable?

THIS IS THE JOB FOR YOU IF:

• You are able to analyze and evaluate investment data and cash flow, make recommendations and act effectively on information.
• You understand and can manage the County's banking system, property tax billing, collection and distribution process as well as applicable Treasurer’s Office software programs.
• You have expert level skill utilizing Microsoft windows 16 or higher.
• You have supervisory experience including interviewing, hiring, training, directing work, performance appraisals, addressing complaints and resolving problems; terminating employees from their position.)

CONTACT US:
Human Resources (208) 446-1640
kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. Click here to learn more about living in Kootenai County.

TO APPLY: Apply online at https://www.kcgov.us/356/Employment-Opportunities MUST ATTACH COVER LETTER AND RESUME TO ONLINE APPLICATION. Must successfully pass the County's pre-employment and subsequent drug testing. Must pass background check and be bondable.

Equal Opportunity Employer/Vets Preference/Drug Free Workplace
Chief Deputy Treasurer Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.
   - Yes   - No

* 2. If you are a veteran, did you attach a copy of your DD214?
   - Yes   - No

* Required Question