



## CITY OF GUADALUPE CITY TREASURER

November 22, 2017

The City of Guadalupe has a current vacancy for the office of City Treasurer. The duties of the City Treasurer are as follows:

As described in the California Government Code Sections 41001-41007:

*41001. The city treasurer shall receive and safely keep all money coming into his/her hands as treasurer.*

*41002. He/she shall comply with all laws governing the deposit and securing of public funds and the handling of trust funds in his possession.*

*41003. He/she shall pay out money only on warrants signed by legally designated persons.*

*41004. Regularly, at least once each month, the city treasurer shall submit to the city clerk a written report and accounting of all receipts, disbursements, and fund balances. He/she shall file a copy with the legislative body.*

*41005. The city treasurer shall perform such duties relative to the collection of city taxes and licenses fees as are prescribed by ordinance.*

*41006. The city treasurer may appoint deputies for whose acts he/she and his/her bondsmen are responsible.*

*41007. The deputies shall hold office at the pleasure of the city treasurer and receive such compensation as is provided by the legislative body.*

These duties are carried out with the assistance of the Finance Director.

**QUALIFICATIONS:** Registered Voter, Resident of Guadalupe and minimum 18 years of age.

**Stipend:** \$150.00 per month which is the same for the Mayor, Council Members and City Clerk.

**HOW TO APPLY:** Please provide a "Letter of Interest" with a brief explanation of your background and interest in this vacant office and send to: City of Guadalupe, Attn: HR/AMV, P.O. Box 908, Guadalupe, CA 93434 or hand deliver to City Hall, Human Resources, 918 Obispo Street, Guadalupe. **DEADLINE TO APPLY:** Friday, December 22, 2017. EOE