

**MAJOR FUNCTIONS**

This is responsible professional, managerial and administrative work performing under the direction of the City Treasurer-Clerk. The incumbent directs one of the six departments under the appointed official and is accountable for the financial and operational results of the assigned department. Considerable independent judgment, discretion and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Oversees the collection of all revenue for the City. Manages the day-to-day operations of the Department. Interacts with other departments under the appointed official as well as cross-City departments. Plans, coordinates, manages, and supervises, and oversees the activities and operations for administrative and or technical operations of the department and heads major initiatives. Assists the City Treasurer-Clerk in activities requiring interaction with other governmental bodies. Conducts independent research on assigned topics and prepares reports for the City Treasurer-Clerk, City Commission, and for distribution to other department directors. Manages the work of assigned personnel; delegates and reviews work assignments; hires, trains, and evaluates personnel. Manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development, and the grievance process, in compliance with the city policies and procedures. Prepares standard operating procedures for department; performs strategic planning for overall improvement of department services; evaluates service areas for deficiencies, formulates solutions, and develops action plans. Interacts and coordinates with all divisions and other Departments in the City.

Manages the activities of the Revenue Department. Establishes and monitors internal processes and procedures for the collection, safekeeping, and deposit of all City monies. Responsible for the collection of utility payments, recreation fees, airport fees, cemetery fees, parking meter fees, parking citation revenue, and all other monies collected by the City. Develop quality controls and productivity improvement capabilities to improve services and effectiveness. Establishes and monitors internal controls and procedures relating to collection of revenues and operation of petty cash funds by all City personnel. Coordinate the development and design of various system integrations to meet the demand and requirements for collecting and processing utility payments and other revenues. Manages the selection, transfer, promotion, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and approval or disapproval of merit increases. Prepares and administers division budget. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Serves on ad hoc and cross-functional teams to represent the department's position. Represents the City and its viewpoints at conferences, seminars, workshops, and meetings, as applicable. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of internal control practices and procedures. Thorough knowledge of federal and state requirements related to the collection of revenues. Thorough knowledge of the principles and practices of government financial management. Thorough knowledge of financial and statistical analysis techniques (internal rate of return, present value, knowledge of break-even analysis, regression analysis). Thorough knowledge of governmental accounting principles. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to prepare

complex analytical, financial, statistical, and administrative reports. Ability to plan, organize, direct and train employees in complex assignments. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare reports and express ideas clearly and concisely, orally and in writing. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business administration or a related field and four years of professional experience in accounting, finance, or in a business activity requiring the collection and processing of large sums of cash transactions; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity. A master's degree in one of the above areas, or possession of a CPA or CIA certificate may substitute for one year of the required experience.

Established: 12-27-83

Revised: 02-10-86

04-05-89

07-17-95

10-10-03\*

08-10-09\*

11-21-20

02-06-24

08-23-24