

MAJOR FUNCTION

This is responsible work in coordinating the City's tax programs, including receiving and recording City taxes and miscellaneous revenue, issuing occupational licenses, researching and reviewing state statutes and City ordinances, and monitoring code violations of City ordinances regarding City taxes. Work involves public contact with business owners, managers, bookkeepers, accountants and other business representatives and is performed under the general supervision of an administrative superior. An incumbent must exercise independent judgment and initiative and must use considerable tact so that public cooperation will be secured through goodwill. Work is carried on within a clearly defined area of laws, ordinances, regulations and procedures. Work is reviewed through observation, conferences, reports and by results obtained.

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

Coordinates the collection of City taxes and miscellaneous revenues. Assists in the issuing of occupational licenses. Assists in the recording and investigation of complaints regarding businesses in violation of the tax ordinances. Assists in implementing Department policies and procedures. Assists the public by answering questions, interpreting laws and ordinances, and disseminating information relative to City tax programs. Prepares statistical reports and status reports to show the level of tax activity and to report on tax violations. Coordinates with Department of Management And Administration and Growth Management Department personnel concerning tax accounting, fee and permit payment processing and zoning and land use issues. Maintains microcomputer and mainframe computer applications and/or programs to support the tax and miscellaneous revenue programs. Assists in the collection of liens and assessment payments, calculation of interest and late fees, and reviews the daily balancing and preparation of cash reports. Monitors newspapers and the publications for new business openings to enforce tax compliance. Reads, reviews, analyzes and implements state statutes relative to City taxes. Assigns and coordinates the work of other employees. Performs related work as required.

Other Important Duties

Assists in the establishment of files and records to support the tax programs. Prepares and maintains necessary reports and records. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of state laws and City ordinances relating to taxes, licenses, liens, and assessments. Knowledge of basic mathematics and accounting principles and practices. Knowledge of the operating procedures of microcomputers. Knowledge of the proper methods of billing, collecting, and processing of money. Ability to interpret state laws and City ordinances pertinent to taxes, licenses, liens, and assessments. Ability to follow oral and written instructions. Ability to communicate effectively both orally and in writing. Ability to direct the work of other employees. Ability to compile data and other material to prepare clear and accurate reports. Ability to work independently. Ability to meet, communicate and work effectively with the general public. Ability to establish and maintain effective working relationships with personnel in other City departments, business representatives, the general public, and City employees. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in business or a related field and two years of experience in accounting, bookkeeping, tax collection and enforcement, tax investigation, or administration of tax ordinances; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-13-94

Revised: 10-03-03*

08-16-04

07-06-09*