

CITY OF SALINAS

REVENUE OFFICER

BARGAINING UNIT/CLASS CODE:

AMPS / H11

DEFINITION

To plan and supervise operations of the treasury division of the Finance Department, of clerical personnel responsible for collection of revenues associated with business licenses, permits, and other accounts receivable.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct and indirect supervision over professional, technical, and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Supervise, plan, coordinate, and assign work associated with collection of business licenses, permits, lease payments, and other accounts receivable. Assist in preparation of the City's annual budget. Collect delinquent invoices, including field contact, correspondence, and telephone contact as necessary. Disperse principal and interest payments on general obligation bonds and special assessments. Develop and implement accounts receivable systems and procedures. Prepare regular estimates and projections of revenues. Prepare and administer budget for revenue division. Meet with business owners concerning business license matters. Coordinate business license, permit, lease payment, and collection activities with other City departments and divisions and with outside agencies. Select, supervise, train, and evaluate assigned staff. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Principles and methods of general and municipal government accounting and auditing. Modern office procedures and methods. Fundamental accounting. Statistical methods. Investment practices, procedures and laws. Collection methods. Principles of organization, administration, supervision, training and performance evaluation. Principles and practices of recordkeeping, budget administration, and personnel management.

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REVENUE OFFICER (continued)**

Ability to:

Maintain accurate and up-to-date records. Promote the mission, values and standards of an effective organization. Comprehend written procedures and instructions. Respond to public inquiries and complaints in a courteous, tactful manner.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with major course work in accounting, business administration, or a closely related field, plus two years of recent professional accounting, budgeting, and/or financial experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-87, REV: 2-94, REV: 8-05