

REVENUE SUPERVISOR

DEFINITION

Under direction of the Treasury Manager, supervises revenue collection programs administered by the Treasury and Customer Service Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Performs all duties of Revenue Officer as defined in the Business License Tax Code, and other revenue collection duties as assigned. May represent the City on Small Claims Court actions. Files proof of claims for bankruptcy matters. Performs special collections and investigations. Coordinates with City Attorney's Office in collections and investigations. Cooperates in the development and/or implementation of revenue and collection billing software. Organizes, trains, plans and directs work of subordinates and/or revenue programs. Interprets revenue codes. Writes reports and correspondence. Performs related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This single position is responsible for the supervision and coordination of the Business Tax Collector/Inspectors. Additionally, this position handles the legal actions, court cases, and more complex collections and investigations.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of experience involving collections or performing monitoring type work for the purpose of ensuring compliance with rules or regulations (up to two years of college or university course work in public administration, business administration, or other related fields may be substituted on a year-for-year basis for part of the required experience) or any equivalent combination of education, training and experience which provides the following abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business English and mathematics; collection and investigation procedures; City Business License Tax Code and other revenue related municipal code sections; computer applications in revenue collection and investigations; basic practices and principles of supervision.

Ability to: Understand and apply the City Business License Tax Code and other revenue related municipal code provisions, operate computer terminals and personal computers; and deal tactfully with the public in the enforcement of all revenue related Codes.

SPECIAL REQUIREMENTS

Must possess and keep current, a valid California Drivers License. Must successfully complete Certificate of Completion for POST Commission Penal Code Section 832 Training.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer combines a strong sense of quality customer service with good supervisory and organizational abilities. Is a team leader and works well with the public and other departments under stressful conditions.

Class title change from Business Tax Collector/Inspector Supervisor  
per Council Resolution No. 99-013,  
effective 3-1-99

ADA Approved: 2/01