

REVENUE AND BUDGET SUPERVISOR**DEFINITION**

Occupants of this classification are in the classified service. Under general direction, this management position directs, supervises and coordinates revenue and budget functions within the Finance Department including administration of local taxes, billing, collections and budgetary work; and provides highly responsible and complex administrative support to the Finance Manager.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Finance Manager. Responsibilities may include supervision of professional, technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not be called upon to perform all of these tasks or may be required to perform similar related tasks not listed here.

1. Assumes supervisory responsibility for assigned services and activities of the City's revenue, billing, collections and budget systems.
2. Supervises and monitors a variety of revenue sources for the City including business tax, utility users' tax, transient occupancy tax, sales tax, franchise fees, and property taxes.
3. Oversees outside collection vendors and contracts; ensures contracts are in compliance with applicable laws, regulations, and policies.
4. Directs enforcement of provisions of the City's revenue code through ongoing field investigations and audits. Also works with City's independent auditors and other City departments to ensure effective internal controls over cash handling and revenue management.
5. Maintains a current and thorough working knowledge of State and City laws and procedures regarding municipal revenue sources including business taxes. Accurately interprets and applies such laws and devises procedures to assure the compliance of the Finance Department with such laws.
6. Provides administrative oversight and support to the Committee on Permits and Licenses.
7. Supervises the processing and researching of permit applications for the Committee on Permits and Licenses to ensure that all details of the event or business activity are identified, copies of any licenses are provided, and that applicants are properly processed.

8. Supervises and participates in the processing of incoming taxicab application packets and oversees their submission to Council. Monitors the activities of taxicab companies including fingerprinting of drivers, cab inspections, and tracking fees.
9. Reviews citywide revenues and expenditures and prepares analyses and forecasts; including, but not limited to, the preparation of quarterly, mid-year and year-end reports, as well as participation in the development of a five-year financial forecast. Projects appropriable fund balance for all city funds.
10. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.
11. Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures
12. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Practices and principles of a revenue and cash management program including utility billing and collections.
- Principles, practices and procedures of governmental fund and cost accounting, budgeting, auditing, financial reporting and administration.
- Principles and practices of effective customer service.
- Principles and practices of budget development, administration and reporting.
- Supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Skill and Ability to:

- Analyze, interpret, and explain budget and financial policies and procedures.
- Select, supervise, train and evaluate staff.
- Establish and maintain an effective working relationship with employees and the public.
- Operate office equipment including computers and supporting word processing, spreadsheet and database applications.
- Utilize various software programs to analyze and maintain large amounts of data and create complex reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Exercise independent judgment in administering ordinances, policies, and regulations.
- Participate as an active member of the financial “team”.

- Work effectively within strict deadlines.
- Communicate clearly and concisely, both verbally and in writing.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license is required, if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- 1) A Bachelor's degree from an accredited college or university in business administration, accounting, economics or a related field.
- 2) Four (4) years of responsible experience in revenue collection, budgeting, auditing or financial analysis. Experience in governmental revenue collection is desirable.
- 3) At least one (1) year experience coordinating or providing technical or general supervision to others is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print and computer screens.
- Hear in the normal audio range with or without correction.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings, weekends and/or holidays.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.