

ATTACHMENT 2

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$250 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The position assigned to this classification is in the classified service category. 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.

Some of the essential job duties this position may be called upon to perform or may be required to perform similar related tasks include:

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.

Training and Experience:

Any combination of training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability 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.

Licenses and Certificates:

Possession of a valid California Class C Driver's License.

Applicants must receive a passing score on all of the following examination components in order to be placed on the eligible list.

EXAMINATION PROCEDURES:

Examination Components

- WRITTEN EXAMINATION (weighted at 50%): To determine technical knowledge of position and duties, including revenue, cash management, budgeting, and financial reporting. (Tentatively scheduled for _____).
- ORAL APPRAISAL INTERVIEW (weighted at 50%): To evaluate training, experience, communication skills, and personal qualifications. (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions)
- E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.