

## **CITY REVENUE COLLECTOR - 116**

### **DEFINITION OF WORK**

Under regular supervision, performs complex professional and administrative work supervising all activities of the Office of the Revenue Collector; does related work as required.

### **EXAMPLES OF WORK**

Supervises and participates in the collection of funds, fees and assessments due the City; supervises the review of delinquent property assessment accounts; supervises and reviews for adjustments to property tax assessments; supervises the administration and enforcement of City business license code; establishes and enforces division rules, regulations and procedures; supervises division personnel administration; prepares the division budget and monitors expenditures; prepares financial and statistical reports as required.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting, business administration or a related field and considerable business experience.

Knowledge, Skills and Abilities: Thorough knowledge of the standard principles, procedures and practices of accounting; thorough knowledge of general laws and administrative policies governing licensing activities; thorough knowledge of modern office practices and of standard office and accounting equipment; ability to evaluate work performed by employees; ability to plan, organize and direct the work of employees; ability to help establish and maintain effective working relationships with City officials and the general public.