

CITY OF CARSON

Title: MANAGER - REVENUE

Job Summary:

Under the direction of the Director of Finance, plan, organize, direct and control tax and license services and activities; select, train, supervise and provide technical work direction to assigned personnel.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plan, organize, direct and control departmental tax and license services including assessments, issuance and denial of licenses.
2. Train and supervise assigned employees; evaluate performance; provide technical direction and guidance.
3. Develop and implement procedures and policies for issuance of business licenses and permits; recommend and draft tax and permit ordinance changes; prepare and levy assessments; negotiate and coordinate rates, restrictions and policies in administering franchises.
4. Establish and maintain accounting records of tax collections.
5. Compose and direct the preparation of official correspondence on tax and permit matters.
6. Establish and maintain cooperative working relationships with the business community; disseminate information to businesses on business licensing procedures and policies.
7. Administer the bingo, oil pipelines, certificate of public conveniences, sales tax recovery and cable television ordinances; assure proper collections of all delinquent accounts of the City.
8. Conduct or attend informal conferences and hearings concerning tax and permit matters; attend meetings and represent the City at formal hearings involving assessments and revocations.
9. Prepare division budget; monitor and control budget expenditures.
10. Establish standards of performance; analyze productive output to forecast future requirements, personnel, supplies, services and equipment.
11. Prepare a variety of reports concerning the status of tax and license operations.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

A bachelor's degree in business administration or closely related field or equivalent. Four (4) years increasingly responsible tax and license experience in a public agency including two (2) years in a supervisory capacity.

Knowledge of:

- . Principles and practices of accounting and auditing.
- . Accounting and financial administration.
- . The City's business and occupation tax ordinances and related regulations.
- . Policies, practices and procedures of operating in a legal environment.
- . Rules of evidence.
- . Legal procedures related to business taxes.
- . Applicable laws, codes, regulations, policies and procedures.
- . City organization, operations, policies and objectives.
- . Record keeping techniques.

Skill and Ability to:

- . Plan, organize, direct and control departmental tax and license services including assessments, issuance and denial of licenses.
- . Supervise assigned employees; appraise performance; provide for technical direction and guidance; make employment, transfer, promotion and salary recommendations.
- . Develop and implement division budget.
- . Read, interpret, apply, enforce and explain applicable codes, rules, regulations, policies and procedures.
- . Plan and organize work.
- . Analyze situations accurately and adopt an effective course of action.
- . Establish and maintain cooperative and effective working relationships with others.
- . Communicate effectively both orally and in writing.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Require the ability to stand for long periods.

Physical Requirements and Working Conditions:

- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a video display terminal for prolonged periods.