

CLASS TITLE: **Director of Revenue**

CHARACTERISTICS OF THE CLASS: Subject to administrative approval, manages the operations and functions of the Department of Revenue and directs the City's Parking Enforcement Program and the enforcement of municipal ordinances relating to the collection of taxes, license and permit fees and other revenues; and performs related duties as required.

ESSENTIAL DUTIES: Serves as a major policy advisor to the Mayor on revenue issues; provides direction and administrative oversight to the department's Bureau of Tax and License and Bureau of Parking Operations; develops and implements policies and regulations in order to administer and enforce the tax, licensing and parking provisions of the municipal code; provides direction and leadership to executive level managers in the management of program and administrative support functions in order to maximize revenue collections and ensure compliance; directs the preparation of the department's budget and prioritizes the department's key objectives; works with executive level managers to develop personnel and organizational structures to effectively implement the programs and objectives of the department; recommends legislative initiatives to implement revenue generating programs and improve the revenue collection process; provides direction and guidance in establishing administrative adjudication processes; works with Corporation Counsel on collection enforcement matters and in the review of issues relating to the interpretation of ordinances; serves as the principal spokesperson for the department to promote awareness of the City's revenue and licensing programs and to encourage voluntary compliance.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting, Business or Public Administration by seven years of management experience in the area of finance; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of the principles of fiscal management. Comprehensive knowledge of municipal ordinances governing revenue programs and parking regulations. Comprehensive knowledge of management methods and techniques.

Code: 9929
Exempt Classifications

CLASS TITLE: **Director of Revenue (Cont'd)**

Ability to lead and motivate department personnel. Ability to manage and direct large scale revenue generating programs. Ability to develop and implement major policies governing revenue operations.

Considerable management and organizational skills. Considerable interpersonal skills. Considerable public relations and public speaking skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE:While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 1995

