



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Chief Collector  
**Department:** Finance  
**Classification:** 0325  
**Pay grade:** 24E  
**FLSA:** Exempt

**Prepared Date:** 7/08  
**Approved By:**  
**Approved By:**

### **Summary**

Supervises and oversees the billing and collection of user fees, taxes, special assessments and miscellaneous fees.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises and oversees the quarterly billing, collection and adjustments of waste collection fees.

Conducts a sale of liens at public auction for special assessments, waste collection fees and false alarm service charges due to nonpayment.

Assists in processing modifications for occupational license tax billing to implement new rates and classifications.

Makes final determination on penalties and business classifications and organizes the input of receipts.

Supervises and oversees the billing of alarm permit renewals, processing of receipts and the updating of registration information.

Supervises the weekly invoicing for false alarms and determines any penalty adjustments which are made. Interprets City code provisions in order to effectively evaluate appeals and provides decisions and other information in writing to involved parties.

Develops, implements and monitors the procedures followed to record accounts receivables and procedures followed to collect past due amounts.

Generates and analyzes data from the system to provide reports regarding property ownership appraisal data, alarm data, types of licenses issued, etc. to City committees, managers and the public.

Provides assistance to citizens, other City workers, etc. in regarding all collection issues. Serves as co-chair on special events committee.

Assists staff with unusual or difficult situations. Resolves problems while maintaining a well mannered, professional demeanor.

Supervises and oversees the billing and collection of special assessments.

Maintains complaint log regarding the private waste hauling contractor and works with the contractor to resolve complaints and disputes.

Coordinates with outside attorneys regarding the collection of damage claims and to respond to insurance companies.

Supervises and oversees the issuance of permits such as solicitations, garage sales, rummage sales, etc.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with all safety rules which includes wearing and using all appropriate safety equipment.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

The incumbent must be knowledgeable in federal, state and local statutes regarding assessments, license taxes, property taxes especially focusing on the sale of liens. Familiarity with contract, bankruptcy and subrogation law is essential. The ability to prepare, analyze and submit comprehensive reports is required. Proficiency in the use of a variety of spreadsheet programs such as Lotus 123, Excel, Word Perfect, etc. is required for the position. Good oral and written communication skills are needed.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

A bachelor's degree in Accounting, Finance, Business Management or a related field plus five (5) years collection management experience is required.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License