

CITY OF DALY CITY  
EXEMPT POSITION

**CENTRAL SERVICE AND PURCHASING SUPERVISOR**

**DEFINITION**

Under general supervision of the Director of Finance and Administrative Services and/or the Deputy Director of Finance and Administrative Services, to supervise the Utility Billing Division operations and personnel of the Department of Finance; to maintain a system of records therefore in conformance with generally accepted accounting principles and approved office methods; to develop periodic and annual financial and operating reports for use by the City, State, and others; and to do related work as required. Supervise personnel in the City's parking meter operation, mail delivery, and processing; and performing related work as assigned.

**EXAMPLES OF DUTIES**

Supervise all utility billing functions including, but not restricted to, meter readings, bill preparation, account collections and accounting of payment received, servicing customer inquiries, and handling of new accounts. Supervise the parking meter operation including personnel and meter collection bank deposits. Supervise citywide central mail delivery, including messenger activity, and operation/maintenance of various types of postage equipment. Select, train, supervise and evaluate assigned staff including subordinate supervisors.

Develop and implement the goals, objectives, policies, procedures and priorities of the division. Interpret policies and procedures; and recommend changes as necessary. Calculate, analyze, and prepare submittal of sewer and storm drain fees to the San Mateo County Controller's Office for placement on tax roll annually. Prepare staff report, studies and analyses; and make presentations before the North San Mateo County Sanitation District Board, City Council, the public and other agencies. Prepare utility billing financial and operating reports. Perform cash audit and determine adequacy of internal accounting controls on cash handling procedures. Prepare and administer the Division's budget. Manage and participate in administration of contracts relating to division operations. Participate in and represent the Finance Department as a member of various committees. Respond to non-routine customer service inquiries and complaints. Work with IT staff and contractors to acquire, develop and modify computer applications related to the division's activities.

JOB SPECIFICATION  
CENTRAL SERVICE AND PURCHASING SUPERVISOR (PAGE 2)

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles and practices of administration, effective supervision and personnel management; practices and procedures related to the accountings for cash receipts and the maintenance of customer accounts. Principles and practices of accounting principles for governmental enterprises and utilities, auditing, billing, collections, receivables, and internal control for cash receipts; principles and capabilities of computerized accounting and utilities systems.

**Ability to:** Supervise and coordinate the work of subordinate personnel and provide on-the-job training; prepare complete and accurate reports; analyze a variety of data processing output and statistical reports; learn and apply pertinent legal requirements and departmental policies; operate office machines; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Five years of increasingly responsible administrative experience in working with and/or maintaining accounting systems (desirably with some involvement with utility operations), three years of supervisory responsibility.

**Education:** Graduation from college or university with a degree in Business Administration, Accounting, or a related field. Experience may be substituted for the college requirement on a basis of two years of experience for each year of college required.

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