

CITY OF MILLEDGEVILLE

JOB ANNOUNCEMENT

POSITION: Licensing/Customer Service Manager
DEPARTMENT: Meter Readers/Utilities
SCHEDULE: Full-Time – 8 Hour Shifts
SALARY: Negotiable dependent upon experience
JOB ANNOUNCEMENT: August 16, 2019 – August 30, 2019

JOB SUMMARY:

This position is responsible for issuing business occupation certificates and licenses, recording and maintaining various billing information including hotel/motel taxes, liquor taxes, and water, sewer, and refuse billing.

MAJOR DUTIES:

- Issues business occupation certificates and licenses. Enters application information into the databases and balances entries against receipts, forwards delinquent licenses to the City Marshall.
- Answers inquiries regarding the licensing procedure, payments and other related issues via telephone.
- Supervises all city departments' billing and collections including water, sewer, and refuse.
- Issues and maintains records of deeds and perpetual care receipts for cemetery lots, maintains records of all payment transactions.
- Oversees the property tax bill preparation and collects all property taxes for the city.
- Oversees receivable ledgers for each tax year with outstanding receipts and provides monthly balance information to the Accounting Coordinator.
- Processes all delinquent property taxes for collection including securing FIFA and issuing public notices.
- Prepares monthly statements to hotel and motel owners for the hotel/motel taxes and remit to the CVB after collection.
- Verifies all alcohol taxes remitted to the city.
- Oversees meter checks and communicates with meter readers in resolving issues.

KNOWLEDGE REQUIRED FOR THIS POSITION:

- Knowledge of relevant city codes and ordinances as well as established utility billing practices.
- Knowledge and ability to effectively communicate with customers and employees
- Knowledge of bookkeeping and data processing methods.
- Knowledge and ability to establish and maintain effective working relationships with employees and outside agencies.

MINIMUM QUALIFICATIONS:

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with completion of college level coursework and/or having a similar position for one or two years.
- Excellent time management and work ethic skills.

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management for assigning specific duties not listed herein if such duties are a logical assignment to the position.)