



**CITY OF DAYTON
POSITION OPENING**



This is to announce that resumes are being accepted for the unclassified position of:

TITLE: Division Manager – Utility Revenue

The Department of Finance is looking for a Division Manager – Utility Revenue to manage the Department of Finance's Utility Revenue Administration Division. The **Department of Finance** provides fiscal management services for the City, including the collection, accounting, disbursement and reporting of city funds. The Utility Revenue Division is responsible for the billing and administration of utility revenue generated from water, sewer, storm, wellfield and trash services totaling over \$90 million annually. The division is comprised of 34 FT employees and has an annual budget of approximately \$3.9M.

Through a proper mix of reasonable tax rates and efficient use of all funds, the City of Dayton provides services, community enhancements and infrastructure repairs to maintain a viable environment for citizens and businesses.

RESPONSIBILITIES: The Division Manager - Utility Revenue manages the Department of Finance's Revenue Administration Division, which includes the Water Meter Reading, Billing, and Customer Call Center sections. The position is responsible for directing all customer and meter service activities related to monitoring and collection of utility revenues. The incumbent is engaged in industry-specific functions such as marketing and strategic planning activities including research, account management support and promotional activities, customer relations and business planning, field support, revenue management, billing services and operations support services.

The Division Manager – Utility Revenue is a progressive and effective team leader, and is a highly skilled communicator who consistently monitors performance and makes changes to improve employee performance and customer experience. The Division Manager – Utility Revenue strongly values and ensures customer satisfaction and promotes positive customer relations, and periodically evaluates the quality and cost-effectiveness of all services provided. The incumbent is an exceptional project manager who effectively manages major projects related to the department and/or division operations; and meets and interacts with other Department and/or Division Managers, the Commission Office, the City Manager's Office, and other City agencies. The incumbent manages the division's budgets judiciously and seeks ways of doing business more efficiently and effectively.

EDUCATION/EXPERIENCE:

Bachelor's degree in Business or Finance equivalency and five (5) years of experience in accounting, auditing, collections, investments or other finance related work and two (2) years of experience in supervising positions relating to finance or public administration and/or public utility management.

- A MBA, MPA or CPA may be substituted for one (1) year of work experience (supervisory experience excluded).
- Must have a valid driver's license at time of appointment and maintain as a condition of employment.
- This is a bonded position and the incumbent must be bond eligible and maintain that eligibility throughout employment.

SALARY RANGE: \$74,963.20 - \$101,420.80

Resume, cover letter specifically addressing how your experience relates to the qualifications and duties required for this position, copy of college transcripts and drivers license should be sent to:

Nancy Scott
Human Resources Department
Re: Division Manager – Utility Revenue
City of Dayton
101 W. Third Street
Dayton, Ohio 45402

Resumes will be accepted until the position is filled, however first consideration will be given to resumes received by **Friday, September 1, 2017** at 4:30 p.m. A complete position description may be obtained from the Human Resources Office, City Hall, 101 W. Third Street, Room 335, P.O. Box 22, Dayton, Ohio 45401-0022.

THE CITY OF DAYTON IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Final permanent appointment is contingent up the applicant passing a job-related medical examination, background investigation, and providing documentary evidence of Employment Authorization and Identity required by the Immigration and Nationality Act.