



Now accepting applications
for:

REVENUE MANAGER

\$101,563 to \$126,953

Annually*

*Revenue Manager is a working title. The official job classification for this position is Senior Management Analyst.

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like **"wellness," "empathy" and "innovation"** are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

"Being a Senior Management Analyst for the City of Mountain View provides the opportunity to work in a fast-paced, highly productive environment enhancing your skill set in the rewarding field of public service."

-Robert Maitland, Former Senior Management Analyst (Purchasing & Labor Compliance)

*Appointment beyond the posted salary range may be considered for exceptional qualifications and experience. Salary growth following appointment is in accordance with a pay-for-performance plan and increases may be awarded annually for meritorious performance.

What's the role?

We're looking for a **highly analytical, highly skilled, and talented** professional with **excellent communication skills** to take on the role of Revenue Manager. You will join a **fast-paced, customer service oriented** team environment, managing the City Revenue Collection Section within the Finance and Administrative Services Department which includes processing City-wide revenues, utility billing, account receivables, business licenses, and cashing using multiple platforms of collection. This position will supervise, train and monitor assigned technical and support staff and receives direction from Assistant Finance and Administrative Services Director. If you are looking to take on a challenging and rewarding role, this position is for you! Review our detailed job description [here](#).

The Essentials

- Three years of increasingly responsible professional-level experience in such areas as complex financial and/or data analysis; program or contract management and evaluation; policy development; and report-writing. Revenue Collection management experience is highly preferred.
- Bachelor's degree from an accredited college or university with major course work in public administration, business, or a related field.
- Possession of, or ability to obtain, a valid California Driver License.

Bonus Points

- A master's degree in public administration, or a related field
- Two years supervisory experience is highly preferred
- Bilingual skills
- Experience at a governmental agency
- The ideal candidate will have knowledge of the following: revenue and collection; utility billing; business license; cash receipting; computerized accounting systems; and supervision training and performance evaluation

What You'll Do

- Serve as a centralized point of contact; explain and interpret City and departmental policies and procedures to internal and external customers.
- Provide exceptional customer service in person and via phone for Mountain View residents and business owners.
- Establish, maintain, and supervise an effective working team and inter-departmental relationships.
- Answer inquiries and respond to complaints concerning utility services and business licenses.
- Manage assigned programs or projects; schedule, plan, coordinate, evaluate, and report on work progress.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.

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<https://www.linkedin.com/company/city-of-mountain-view/>



CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

Apply Now!

Submit your application and resume online at calopps.org or to the Human Resources Dept. City of Mountain View, 500 Castro Street, Mountain View, CA 94041, and (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **February 3, 2021 at 5:00p.m. PST or until 100 applications have been received, whichever occurs first.** The recruitment may close at any time. Qualified candidates are encouraged to apply early!

Are we a Match?

- You have **superb managerial, customer service, analytical, interpersonal and communication skills.**
- You have solid **organizational and logical problem-solving abilities** with a strong **attention to detail.**
- You find it **extremely rewarding** to work in public service and help others.
- You have a **strong ability** to perform mathematical calculations accurately.
- You can work well independently with minimal supervision.
- You are a **professional** adept at **quickly learning** new tasks and who thrives in a **team-oriented, results-driven, challenging and fast-paced environment.**
- You are a multi-tasker who is able to juggle multiple priorities with proven project and time management skills.
- You are **passionate** about **sharing knowledge, developing and mentoring** staff.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members/10.5% for new members to CalPERS with no Social Security deduction
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Management Development Funds -\$1,000 annually
 - Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.

Fine Print. Depending on the number of applications, the above process may be altered. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.