

Jurisdiction: City of Ithaca
Jurisdictional Class: Unclassified
Adopted: 04/14/81
Revised: 10/15/91, 05/19/97, 2/17/98, 06/03/20

CITY CHAMBERLAIN

DISTINGUISHING FEATURES OF THE CLASS: This is the principal administrative position in the City Chamberlain's Office. The work involves supervising and planning highly important account keeping activities, including receiving and accounting for revenues, taxes and the allocation of funds to the proper accounts. General supervision is exercised over the staff of the office. General supervision is received from the City Controller with considerable leeway for the exercise of independent judgment and in accordance with existing laws, rules and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and collects all taxes, sidewalk fees, water, sewer and storm water fees and rentals due to the City, in person and through an online portal; oversees all accounting processes for such;
Responsible for the custody, receipt and disbursement of city monies in accordance with such procedures and may be prescribed pursuant to law;
Enforces the collection of delinquent property taxes, charges and receives penalties and interest pursuant to law;
Initiates and monitors Tax Title Installment payment agreements;
Participates in the Municipal Tax Foreclosure auction through Tompkins County as needed and accounts for the proceeds thereof pursuant to law;
Works with the City Attorney to handle legal aspect of delinquent tax collection;
Deposits daily to the credit of the City all monies received or collected on the City's account in one or more depositories selected by Common Council;
Has custody of all investments and invested funds of the City or in its possession in a fiduciary capacity, except as otherwise provided pursuant to law, and provides for the safe keeping of all bonds and notes for transfer, registration or exchange;
Sets up and manages debt service payments and balances accounting detail;
Invests capital, tax stabilization and other reserve funds, and surplus funds of the City not required for current use, in federal, state or municipal obligations, upon the advice and consultation of an investment advisory council when and if it shall be established by local law or ordinance;
Acts as treasurer of Firefighter's Funds as required by law;
Disburses City funds by check on the order of the Controller, except that on order shall not be required for payment of debt service;
Prepares annual Chamberlain budget;
Works closely with the County Assessor on tax rolls and creates annual City and County tax bills;
Performs the collection of bills, special assessments;
Receives funds and manages a software database for parking permits and receives funds for other parking vendors;
Negotiates and monitors other vendor contracts as is necessary;
Conducts interviews for and is responsible for disciplinary actions in the Chamberlain's Office, which may include union interface.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of financial matters as they apply to taxation; thorough knowledge of investments and interest; thorough knowledge of the methods used in keeping and checking financial records and reports; thorough knowledge of how to manage, manipulate and produce reports from general ledger and accounts receivable software; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business English; ability to plan and supervise the work of account keeping and clerical assistants; ability to understand and carry out complex oral and written directions; ability to make arithmetic computations rapidly and accurately; ability to prepare correspondence and reports; ability to secure the cooperation of others; ability to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to successfully work with and serve a diverse local community; good judgment in solving complex account keeping problems; a high degree of accuracy; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Accounting or a closely related field and six years of experience in maintaining financial accounts and records, two years of which shall have been in a supervisory capacity; or
- B. Graduation from a regionally accredited or New York State registered two-year college or business school with an Associate's Degree in Accounting or a closely related field and eight years of experience in maintaining financial accounts and records, three years of which shall have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and ten years of experience in maintaining financial accounts and records, four years of which shall have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.