Utility Billing Supervisor

Apply by 3pm, Friday, 06/11/2021

$46,085.24 - $58,810.95 / Annual

PRIMARY RESPONSIBILITIES

The Utility Billing Supervisor under direction, plans, manages and oversees the activities of the Utility Billing Division; oversees all aspects of billing, payment collection, cash balancing and customer relations; develops and maintains utility billing procedures and work load assignments; coordinates activities with other City departments and the public; supervises assigned staff; performs other related duties as required.

QUALIFICATIONS

Experience/Education: 5 years experience in municipal billing or the performance of related work, including 2 years of lead or supervisory work, and a high school diploma or equivalent.

Licenses: Valid Class C driver’s license.

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: Application Package Review: Qualifying Only; Oral Interview 100% Weight Value. Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran’s Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

Are you...

Interested in municipal government and public service?
A person who wants to make a difference in Madera?
Ready for the next step in your career?

learn more

@ madera.gov/apply
COMPENSATION & BENEFITS

SALARY
Compensation and benefits for the Utility Billing Supervisor position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City’s Personnel Rules. The City of Madera pays its employees every 2 weeks, or 26 times per year. The bi-weekly pay rates for this position are listed below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>$1,772.51</td>
</tr>
<tr>
<td>B</td>
<td>$1,860.91</td>
</tr>
<tr>
<td>C</td>
<td>$1,954.31</td>
</tr>
<tr>
<td>D</td>
<td>$2,051.70</td>
</tr>
<tr>
<td>E</td>
<td>$2,154.58</td>
</tr>
<tr>
<td>F</td>
<td>$2,261.96</td>
</tr>
</tbody>
</table>

LIFE INSURANCE
The City provides a $25,000 life and accidental death and dismemberment policy along with $5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

MEDICARE
The City contributes an amount equal to 1.45% of the employee’s salary; the employee also contributes 1.45%.

LONG TERM DISABILITY
This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE
English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION
The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE
Mid Management Bargaining Unit employees will receive a 5% incentive for an approved Masters Degree. Employees are also eligible for reimbursement of up to $2,400 per fiscal year for college expenses.

RETIREMENT
The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms “Classic Member” and “New Member” are as defined by CalPERS.

- **Classic Members employed with the City prior to 10/20/2012**
  - 2.5% at 55 formula, single highest year final compensation
  - Employee Contribution paid by the employee pre-tax: 3.375%

- **Tier I Members employed with the City on or after 10/20/2012**
  - 2% at 60 formula, average three year final compensation
  - Employee Contribution paid by the employee pre-tax: 3.375%

- **New Members employed with the City on or after 1/1/2013**
  - 2% at 62 formula, average three year final compensation
  - Employee Contribution paid by the employee pre-tax: 7%

HEALTH INSURANCE
The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Anthem Blue Cross and Kaiser. Dental insurance is through Delta and vision coverage is through Superior.

EMPLOYEE ASSISTANCE PROGRAM
The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life’s challenges at no cost to the employee.

PAID LEAVE
The City of Madera offers a generous paid leave program, including paid holidays, sick leave, and vacation.

GENERAL INFORMATION
Applications may be obtained from the City’s website www.madera.gov/apply or by calling the City’s Human Resources Department at (559) 661-5401. Applications must be submitted to the City’s Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

The City of Madera is an equal opportunity, drug free, and affirmative action employer.