



## City of Kansas City, Missouri Job Class Specification

<b>Job Title:</b>	COMMISSIONER OF REVENUE	<b>Department:</b>	FINANCE
<b>Job Code:</b>	1160	<b>Status:</b>	EXEMPT
		<b>Grade:</b>	EX-7

### Summary

This position requires highly responsible professional, administrative, and managerial work in the application and enforcement of municipal taxes and license laws, and in the collection of revenues.

Work involves responsibility for planning, organizing, and supervising the work of subordinate employees engaged in tasks associated with licensing and collection of taxes and license fees. An employee in this class is expected to exercise considerable judgment and discretion in solving the more difficult problems arising out of these revenue-producing activities and is expected to ensure that subordinates comply with established laws, ordinances, and related regulations. The employee frequently must instruct subordinates in revised procedures or in new developments in the application of changing legal interpretations regarding the work performed. Work is reviewed through periodic conferences and through evaluation of the adequacy with which desired results are obtained.

### Duties and Responsibilities

- Plans, organizes, and supervises the work of a moderately large section of revenue officers and related clerical personnel in receiving, reviewing, and recording taxes and license fees, and related activities.
- Administers and collects taxes owed the City.
- Determines policies of the division; arbitrates major complaints and problems.
- Audits private businesses to ensure compliance with tax laws, regulations, and policies.
- Prepares and submits new ordinances to the legislative body; prepares amendments and revisions of ordinances to ensure compliance with the City Charter.
- Conducts comparative studies of licensure and revenue measures in other jurisdictions for the purpose of improving and keeping current methods and procedures used by the City.
- Projects revenue estimates; submits data for the annual budget.
- Maintains the confidentiality of taxpayer information required in city, state and federal laws.
- Collects and analyzes performance data that assists in managing the division.
- Plans and coordinates implementation of computer and electronic systems to employ latest technology.
- Ensures that subordinates comply with established laws, ordinances, and related regulations; prepares legislative initiatives to achieve maximum results for division activities.
- Determines objectives and policies to carry out priorities of the Director of Finance.
- Performs related duties as required.

**Technical Skills**

Extensive knowledge of:

City and state codes and laws relating to the collection of taxes and license fees.  
Municipal accounting principles and procedures, and of records maintenance practices.

Thorough knowledge of:

- Modern office practices, procedures, and equipment.
- The legal procedures and limitations in prosecuting delinquent tax and license cases.
- Auditing techniques as applied to municipal and business records.
  
- Ability to:
- Plan, organize, and supervise the work of a moderately large number of employees engaged in tax investigation, collection, and recording work.
- Review and revise systems and procedures as the need arises.
- Make accurate and concise interpretations of existing codes, ordinances, laws, and regulations.
- Establish and maintain effective working relationships with business proprietors and others under circumstances requiring the utmost discretion and tact, as well as with associates, subordinates, governmental officials, and the general public.
- Exercise mature judgment and discretion in the analysis, interpretation, and reporting of research findings.
- Plan, organize, direct, and review the work of subordinate personnel in a manner conducive to full performance and high morale.

**Education and Experience**

Accredited Master's degree in public administration, business administration, financial management, tax administration, or related fields, plus five (5) years of progressively responsible experience, preferably in the public sector, managing in tax administration or related field, (e.g. financial management, or revenue collections), including three (3) years as a supervisor.

OR

Accredited Bachelor's degree with major course work in public administration, business administration, financial management, tax administration, or related fields, plus seven (7) years of progressively responsible experience, preferably in the public sector, managing tax administration, or related fields, (e.g., financial management or revenue collections), including three (3) years as a supervisor.

**Certificates/  
Licenses/Special  
Requirements**

- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Must possess or be eligible to obtain required police commission from the Kansas City, Missouri Police Department.
- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- Must pass a physical examination as prescribed by the City.
- Certified Professional Accountant preferred

**Supervisory  
Responsibility**

Supervision is exercised over a moderately large number of technical, administrative, and clerical personnel.

**Supervision  
Received**

Work is performed under the general administrative supervision of the Director of Finance.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

8/94

**Revised**

8/00, 9/06, 11/13, 7/18, 8/2022 , 01/2024