



***Village of Palmetto Bay
Position Description & Job Announcement***

Proposed Position Title: Stormwater Utility Account Specialist
FLSA Status: Non-Exempt; Full-Time
Assigned Department: Department of Public Works
Proposed Pay Grade: 06
Proposed Pay Range: \$38,378- \$55,870

POSITION CLOSING DATE: FRIDAY, OCTOBER 14, 2011

GENERAL SUMMARY:

Responsible for the general administration of the Stormwater Utility Program, inclusive of account reporting requirements, utility billing records update and maintenance, grant application and administration, and compliance with NPDES MS4 Permit requirements; also provides technical assistance relevant to Stormwater/Floodplain regulations to the general public, among other assigned duties. This individual must be capable of working independently and exercising good judgment.

SUPERVISION RECEIVED AND EXERCISED:

Reports directly to the Public Works Director or designee, however, may periodically perform assignments under the guidance and supervision of the Finance Director. No direct supervision is exercised, but may be required to supervise contract personnel when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ◆ Administers the Stormwater Utility fee billing process and database
- ◆ Processes, compiles and distributes all Stormwater utility bills in accordance with established Village policies and regulations
- ◆ Tracks the status of all utility bills, initiates action to reissue overdue bills to customers and ensures that all bills are collected in a timely manner
- ◆ Makes billing adjustments as necessary
- ◆ Performs accounts payable functions including but not limited to examining, verifying and reviewing invoices, statements, purchases orders and other related records
- ◆ Updates, revises and corrects all related internal records such as accounts payable and accounts receivable information
- ◆ Examines and verifies all individual customer accounts and records and updates the database on an on-going basis
- ◆ Monitors the Stormwater Utility Program budget and expenditures
- ◆ Administers Stormwater grants and ensures compliance with grant requirements
- ◆ Reconciles the grant sub-ledger to the general ledger



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- ◆ Produces letters, memorandums, technical and administrative reports, calculations and other materials as required
- ◆ Reads, interprets, and applies relative technical information from manuals, drawings, specifications, layouts, blueprints, and schematics to ensure compliance with the Stormwater Ordinance
- ◆ Performs field inspections
- ◆ Analyzes reports, documents and sketches of pertinent sites to calculate amount of impervious area(s) on the site
- ◆ Provides technical assistance to the general public and the business community concerning all matters relative to the Stormwater Utility Program, including but not limited to the regulatory requirements of the National Flood Insurance Program
- ◆ Recommends and assists in the implementation of the Public Works departmental goals and objectives and makes recommendations on the Stormwater utility budget to meet the department's objectives
- ◆ Performs public relations functions such as organizing public workshops and outreach educational programming
- ◆ Manages and oversees outside contractors and contractual documents under the guidance of the Department Director or designee
- ◆ Assists with special projects for the Public Works and Finance Departments
- ◆ Performs other duties, as assigned

MINIMUM QUALIFICATIONS:

- ◆ A Bachelor's Degree from an accredited college or university in Accounting, or Business related field.
- ◆ A minimum of three years of prior related experience in utility billing and accounts payable or accounting. Specific experience in Stormwater utility billing and accounting desirable. Related experience beyond the required three years may substitute educational requirement on a year for year basis.
- ◆ Knowledge of Microsoft Outlook, Word and Excel is required.
- ◆ Valid Florida Driver's License
- ◆ Ability to read and interpret maps, blueprints, specifications, layouts, drawings and schematics desirable
- ◆ Must be able to prioritize and manage multiple projects under minimal supervision
- ◆ Must possess excellent communication skills, both orally and in writing
- ◆ Must be able to understand and follow complex oral and written instructions and interpret contract requirements



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WORK ENVIRONMENT:

Work is performed indoors in a typical office environment, as well as outdoors at field sites where the incumbent may be exposed to inclement weather, noise, dust, dirt, and grease.

PHYSICAL DEMANDS:

Physical demands include intermittent sitting, standing, walking, bending, crouching, and repetitive motion; exposure to heat, noise, outdoors; ability to travel to different sites and locations; availability for on-call, stand-by and emergency call; occasional lifting of light objects and use of tools or equipment requiring a high degree of dexterity is required.

IMPORANT NOTICE TO APPLICANTS:

Applicants interested in any position with the Village of Palmetto Bay must complete an Employment Application. Resumés can be attached to the application, but in no event will resumés be accepted in lieu of a Village of Palmetto Bay Employment Application.

Applications must include the title of the position for which the applicant is applying. Applicants are required to submit a new application each time a new position is posted.

Applicants may submit original applications in person or via regular mail to the address provided below. Please note that applications will only be accepted until the date of closing provided on the job announcement.

HUMAN RESOURCES DEPARTMENT
VILLAGE OF PALMETTO BAY
9705 EAST HIBISCUS STREET
PALMETTO BAY, FL 33157

Faxed or emailed applications will only be accepted provided that the electronic submission is received by the closing date stated on the job announcement, which may be downloaded below, AND an original is mailed and postmarked no later than two working days following the date of closing.

All applicants considered for employment will be subject to a comprehensive background check, which may include verification of employment, credit check, criminal background check, driving history check and drug screening.



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Although every attempt will be made to correspond with individual applicants, a response is not guaranteed. Information on the status of applications will not be provided via telephone.