

## **SENIOR WASTE MANAGEMENT FEE COLLECTOR**

### DEFINITION

To plan, assign and review the work of assigned fee collectors; to perform a wide variety of the more complex duties in connection with collection of waste management fees.

### CLASS CHARACTERISTICS

This is the advanced journey level and limited supervisory class of Fee Collector. Positions at this level are distinguished from the Fee Collector by the level of responsibility assumed. Employees perform the more difficult type of duties including limited supervisory responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Program Supervisor.

Exercises limited supervision over assigned fee collectors which includes training, scheduling work, assigning tasks, monitoring progress, evaluating and documenting performance, counsels employees regarding conduct and performance deficiencies, prepares daily payroll crew sheets for review and supervisor approval, and makes final decisions on time management requests in the extended absence of the Program Supervisor.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plans, schedules, coordinates and assigns work of fee collection staff.

Instructs employees and evaluates employee performance.

Is prepared to assume the duties of assigned fee collector, including opening and closing gates, estimating loads and calculating fees, collecting fees and issuing receipts, operating office machines, computers and credit card terminals, accounting for fees collected and preparing and making bank deposits.

Visit all fee collection sites on a regularly scheduled basis to audit change funds and coordinate work of assigned fee collectors.

Performs audits of daily receipts from fee collection sites and performs occasional spot audits when discrepancies are found.

Assures that all fee collection stations are properly supplied.

LANE COUNTY  
Senior Waste Management Fee Collector (Continued)

EXAMPLES OF DUTIES (con't)

Provide information and assistance to public, including effective complaint and dispute resolution.

Call in daily change fund orders to the bank.

Prepares daily change funds for use by Fee Collection staff.

Daily reconciliation of the Senior Change Fund.

Tracks and reports leachate loads using Microsoft Excel and Outlook.

Troubleshoots routine issues with malfunctioning office machines, computer/printer equipment and credit card terminals.

Updates Fee Collection manuals using Microsoft Word as assigned.

Coordinates the assignment and audit of bank night depository keys to fee collection staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles of supervision, training and work coordination.

Basic methods and practices of financial record keeping.

Basic math necessary to calculate and estimate accurately.

General office machines, credit card terminals and computer equipment used in fee collection.

Ability to:

Make arithmetical computations with speed and accuracy.

Make change and balance cash accurately.

Maintain accurate financial and statistical records.

Operate and troubleshoot routine malfunctions office equipment, credit card terminals and computer equipment.

Audit bookkeeping paperwork to identify errors and resolve problems.

LANE COUNTY  
Senior Waste Management Fee Collector (Continued)

Ability to: (con't)

Train, coordinate and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience in public contact or clerical work, one year of which was in a lead capacity.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Intermediate level of experience with Microsoft Word, Excel, and Outlook, or the equivalent.

Necessary Special Qualification:

Must possess a valid Oregon Driver's license at time of appointment.