



## EMPLOYMENT OPPORTUNITY WITH THE CITY OF LA FERIA

### POSITION AVAILABLE: **UTILITY BILLING SUPERVISOR**

<b>GENERAL DESCRIPTION:</b>	Under general supervision, supervises activities of the Utility Billing Department. Employee is responsible for supervising a staff of 3. Employee is also responsible for: ensuring utility and sanitation customers are served during office hours, balancing daily deposits to General Ledger and Utility Billing, maintaining customer records, resolving customer complaints, approving utility adjustments and transfers, approving utility/sanitation billing registers before printing of bills, preparing requested reports, and monitor departmental performance as well as subordinates' performance regularly. Work also involves performing other necessary duties to assist City operations including customer service. Reports to the Finance Director.
<b>MINIMUM TRAINING/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• 3 to 5 years of Supervisory experience of a Utility Department or equivalent experience preferred.</li><li>• Knowledge of Incode 9 ERP software required.</li><li>• Knowledge of Kamstrup meter system preferred.</li><li>• Required to be highly customer service oriented</li><li>• Bilingual preferred.</li></ul>
<b>SALARY:</b>	(Depending on Qualifications)
<b>DEADLINE:</b>	Open Until Filled

An application must be completed and may be obtained at the La Feria City Hall or on the City's website at [www.cityoflaferia.com](http://www.cityoflaferia.com). Go to the "Human Resources" tab under Departments to fill out an Employment Application. Employment Applications may also be hand delivered to the La Feria City Hall at the address listed below or emailed to [lcastillo@cityoflaferia.com](mailto:lcastillo@cityoflaferia.com).

City of La Feria  
115 E Commercial Ave  
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