



Council Agenda Item 26-0044R

MEETING DATE: 01/26/2026

SUBJECT/TITLE: Utility Accounts Receivable Specialist (revised)

SUBMITTED BY: Amber Royer Henderson

RECOMMENDATION: Approve

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: Approved by Civil Service on 12/02/2025

PREVIOUS COUNCIL ACTION: Approved by City Council on 06/26/2006 as Resolution 06-0465R

BACKGROUND: The Utility Accounts Receivable Specialist job classification was most recently revised in June of 2006. The purpose of this position is to perform a variety of collection work for the Customer Service Division of the Public Works & Utilities Department. The primary changes to the job description include adding standard template language and updating duties to reflect the evolving work over time.

BUDGET/FISCAL IMPACT: Budgeted for current year

OPTIONS: N/A

NECESSARY ACTION: Approve

ATTACHMENTS:

- Exhibit A: Resolution Cover Memo
- Exhibit B: Utility Accounts Receivable Specialist (Revised) Job Description