

RESOLUTION NO. 2026-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN CLASSIFICATION SPECIFICATION IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. RESOLUTION 2023-053 (FULLERTON MANAGEMENT ASSOCIATION) APPENDIX A1

THE CITY COUNCIL OF THE CITY OF FULLERTON RESOLVES AS FOLLOWS:

1. City Council establishes the following new classification specification and adds to the classification plan:

<u>Title</u>	<u>Effective Date</u>
Principal Revenue Manager	June 2026

2. City Council adopts the following new classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Principal Revenue Manager	June 2026

3. City Council amends Resolution 2023-053 (Fullerton Management Association) Appendix A1 (attached) as follows:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Principal Revenue Manager	658	\$57.330	\$73.170

4. This resolution becomes effective June 16, 2026.

ADOPTED BY THE FULLERTON CITY COUNCIL ON JUNE 16, 2026.

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

Attachments:

- Attachment 1 – Principal Revenue Manager Classification Specification
- Attachment 2 – Fullerton Management Association Appendix A1

PRINCIPAL REVENUE MANAGER**Definition:**

Under general direction, provides strategic oversight of Citywide revenue-related functions, programs, and initiatives; identifies, develops, evaluates, and implements innovative revenue opportunities to support the City's strategic goals, policy objectives, and financial stability; plans, coordinates, and oversees activities related to the administration of the Successor Agency and other City Council-approved revenue programs; provides managerial oversight of revenue operations through subordinate management staff; provides highly responsible and complex support to management; and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides strategic oversight of revenue-generating City assets, programs, agreements, and initiatives; identifies opportunities to enhance revenue performance and cost recovery through the effective management, utilization, and administration of public resources and City Council-approved programs.

Provides managerial oversight of revenue operations through subordinate management staff, including supervision of the Revenue & Utility Services Division staff, and ensures coordination of operational activities with Citywide fiscal, policy, and organizational objectives.

Develops, implements, and oversees City Council-approved revenue policies, programs, and initiatives; evaluates financial impacts, administrative requirements, and operational effectiveness; recommends program modifications as needed to improve efficiency, compliance, customer service, and revenue performance.

Identifies, evaluates, and implements revenue enhancement opportunities and cost recovery strategies to support long-term fiscal sustainability and City Council priorities.

Develops short-, medium-, and long-term cash flow projections; tracks cash flows and forecasts future cash flow needs.

Ensures compliance with relevant Federal, State and local laws and regulations relating to taxes, fees, and municipal revenue.

Negotiates, prepares, and administers utility franchise agreements and other agreements and contracts as assigned, negotiates changes as appropriate and conducts related oversight activities.

Manages administration of the City of Fullerton Successor Agency including:

- Preparation of the Recognized Enforceable Obligation Schedules;
- Management of payment schedules on all enforceable obligations including bond debt services;

- Administration of property management, disposition activities, leases, contracts, and agreements;
- Coordination with the California Department of Finance and other regulatory agencies;
- Oversight of Agency-funded projects and expenditure of remaining bond proceeds;
- Development and implementation of policies, procedures, and internal controls;
- Research and interpretation of legislation, regulations, and policy changes affecting Successor Agency activities; and
- Providing staff support to applicable oversight bodies and public agencies.

Monitors market trends, legislative development and best practices in public-sector revenue generation.

Collaborates with departments and external stakeholders to identify underutilized assets, improve cost recovery, maximize revenue opportunities, and support implementation of City Council priorities.

Prepares studies, reports, analyses, staff reports, agenda reports, and recommendations for executive management, commissions, committees, boards, and the City Council.

Assists the City Treasurer in the investment of City funds, providing staff support to the Investment Advisory Committee and related functions.

Reviews, analyzes, and responds to proposed and enacted legislation affecting municipal revenue programs and assigned activities.

Manages the selection, training, supervision, and evaluation of assigned personnel.

Represents the City at meetings, conferences, professional organizations, committees, and other public forums.

Operates modern office equipment including computer equipment and specialized software application programs.

Class Characteristics:

Principal Revenue Manager is a manager position with responsibility for a wide variety of revenue related functions, administration of the Successor Agency activities, and has broad responsibility for an assigned program or division.

Bargaining Group: FMA

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Principles, laws and practices related to public-sector finance, budgeting and revenue structures.

Principal Revenue Manager

June 2026

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Principles, laws and practices related to administration of a successor agency.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Effective methods of making oral and written presentations.

Data processing applications for permits, cashiering, utility billing and collections.

Principles of supervision, training and performance management.

Methods of research and analysis and financial reporting practices.

Contract, business letter and report writing.

Applicable Federal, State and local laws/regulations.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Negotiations and conflict resolution techniques.

English usage, grammar, spelling, vocabulary, and punctuation.

AND

Ability to:

Analyze data, make sound recommendations and initiate and carry out required assignments.

Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of programs and administrative activities.

Negotiate and develop contract terms and conditions.

Maintain financial records.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Use English effectively to communicate in person, over the telephone, and in writing; write clear, concise, objective and interesting text and edit materials for objectivity; prepare clear and comprehensive reports and make effective presentations.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Interpret and apply applicable laws and City and departmental rules/regulations.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Make effective presentations in a public setting.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Meet and serve the public with professionalism, courtesy and tact.

Train, supervise and evaluate the work of assigned staff.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

Read at the level required for successful job performance.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's Degree in Accounting, Business Administration, Finance, Public Administration or a related field from an accredited college or university.

AND

Five years of progressively responsible experience dealing with revenue related issues, to include two years of supervisory experience.

Special Requirements:

Ability to travel within the area to attend various job related, professional, and organizational activities

Must be able to work flexible hours to accommodate City needs.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed mainly in an office environment and occasionally in the field. When in the office, work requires sitting for prolonged periods of time and the use of a computer keyboard and screen. The incumbent walks, stands, kneels, bends, stoops, reaches, grasps and lifts accounting records and other office items weighing 30 pounds or less. The incumbent drives a vehicle on City business and when inspecting work on-site may walk on slippery and uneven surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Established June 2026 – Based on Revenue Manager December 2014

FULLERTON MANAGEMENT ASSOCIATION
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Classification Title

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Accounting Supervisor	632	FMA	X
Airport Manager	655	FMA	X
Building and Facilities Superintendent	635	FMA	X
Building and Facilities Supervisor	550	FMA	X
Building and Safety Manager	674	FMA	X
Building Official/Plan Check Engineer	656	FMA	X
Building Permit Supervisor	532	FMA	X
Business Registration Supervisor	530	FMA	X
City Traffic Engineer	675	FMA	X
Code Enforcement Manager	635	FMA	X
Code Enforcement Supervisor	585	FMA	X
Economic Development Manager	665	FMA	X
Facilities Manager	635	FMA	X
Fleet Manager	635	FMA	X
Fleet Supervisor	585	FMA	X
Forensic Supervisor	585	FMA	X
Housing and Homeless Resources Manager	645	FMA	X
Housing Manager	652	FMA	X
Information Systems Project/Programmer Manager	645	FMA	X
Information Technology Manager	658	FMA	X
Jail Supervisor	540	FMA	X
Landscape and Trees Manager	635	FMA	X
Landscape Superintendent	635	FMA	X
Landscape Supervisor I	550	FMA	X
Landscape Supervisor II	585	FMA	X
Library Circulation Manager	534	FMA	X
Library Division Manager	621	FMA	X
Library Division Manager - Adult Services	621	FMA	X
Library Division Manager - Children's Services	621	FMA	X
Library Division Manager - Technical Services	621	FMA	X
Library Services Supervisor	530	FMA	X
Parks and Recreation Manager	640	FMA	X
Parks and Recreation Supervisor I	530	FMA	X
Parks and Recreation Supervisor II	585	FMA	X
Parks Project Manager	621	FMA	X
Plan Check Engineer	645	FMA	X
Planning Manager	674	FMA	X
Police Communications Supervisor	585	FMA	X
Police Records Supervisor	532	FMA	X
Police Technical Services Manager	635	FMA	X
Principal Civil Engineer	670	FMA	X
Principal Civil Engineer - Water	675	FMA	X
Principal Revenue Manager	658	FMA	X

Project Manager I	620	FMA	X
Project Manager II	635	FMA	X
Public Works Administrative Manager	635	FMA	X
Purchasing Manager	635	FMA	X
Purchasing Supervisor	600	FMA	X
Revenue Operations Manager	640	FMA	X
Senior Administrative Analyst	600	FMA	X
Senior Civil Engineer	656	FMA	X
Senior Civil Engineer - Water	665	FMA	X
Senior Librarian	583	FMA	X
Senior Planner	632	FMA	X
Sewer Superintendent	635	FMA	X
Sewer Supervisor	585	FMA	X
Street Superintendent	635	FMA	X
Street Supervisor	550	FMA	X
Streets and Sewer Manager	650	FMA	X
Utility Services Supervisor	545	FMA	X
Water Distribution Supervisor	585	FMA	X
Water Production Supervisor	585	FMA	X
Water Quality Supervisor	621	FMA	X
Water Systems Manager	665	FMA	X

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Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Business Registration Supervisor	530	FMA	X
Library Services Supervisor	530	FMA	X
Parks and Recreation Supervisor I	530	FMA	X
Building Permit Supervisor	532	FMA	X
Police Records Supervisor	532	FMA	X
Library Circulation Manager	534	FMA	X
Jail Supervisor	540	FMA	X
Utility Services Supervisor	545	FMA	X
Building and Facilities Supervisor	550	FMA	X
Landscape Supervisor I	550	FMA	X
Street Supervisor	550	FMA	X
Senior Librarian	583	FMA	X
Code Enforcement Supervisor	585	FMA	X
Fleet Supervisor	585	FMA	X
Forensic Supervisor	585	FMA	X
Landscape Supervisor II	585	FMA	X
Parks and Recreation Supervisor II	585	FMA	X
Police Communications Supervisor	585	FMA	X
Sewer Supervisor	585	FMA	X
Water Distribution Supervisor	585	FMA	X
Water Production Supervisor	585	FMA	X
Purchasing Supervisor	600	FMA	X
Senior Administrative Analyst	600	FMA	X
Project Manager I	620	FMA	X
Library Division Manager	621	FMA	X
Library Division Manager - Adult Services	621	FMA	X
Library Division Manager - Children's Services	621	FMA	X
Library Division Manager - Technical Services	621	FMA	X
Parks Project Manager	621	FMA	X
Water Quality Supervisor	621	FMA	X
Accounting Supervisor	632	FMA	X
Senior Planner	632	FMA	X
Building and Facilities Superintendent	635	FMA	X
Code Enforcement Manager	635	FMA	X
Facilities Manager	635	FMA	X
Fleet Manager	635	FMA	X
Landscape and Trees Manager	635	FMA	X
Landscape Superintendent	635	FMA	X
Police Technical Services Manager	635	FMA	X
Project Manager II	635	FMA	X
Public Works Administrative Manager	635	FMA	X
Purchasing Manager	635	FMA	X
Sewer Superintendent	635	FMA	X

Street Superintendent	635	FMA	X
Parks and Recreation Manager	640	FMA	X
Revenue Operations Manager	640	FMA	X
Housing and Homeless Resources Manager	645	FMA	X
Information Systems Project/Programmer Manager	645	FMA	X
Plan Check Engineer	645	FMA	X
Streets and Sewer Manager	650	FMA	X
Housing Manager	652	FMA	X
Airport Manager	655	FMA	X
Building Official/Plan Check Engineer	656	FMA	X
Senior Civil Engineer	656	FMA	X
Information Technology Manager	658	FMA	X
Principal Revenue Manager	658	FMA	X
Economic Development Manager	665	FMA	X
Senior Civil Engineer - Water	665	FMA	X
Water Systems Manager	665	FMA	X
Principal Civil Engineer	670	FMA	X
Building and Safety Manager	674	FMA	X
Planning Manager	674	FMA	X
City Traffic Engineer	675	FMA	X
Principal Civil Engineer - Water	675	FMA	X