



CAREER OPPORTUNITY

REVENUE & TAX ADMINISTRATOR

The City of Oakland invites a visionary leader and strategic thinker to help shape the city's financial future as its next Revenue and Tax Administrator.



CITY OF
OAKLAND

FINANCE DEPARTMENT



RISING TOGETHER ROOTED IN OAKLAND

Oakland, California, is a dynamic city of approximately 430,000 residents, nestled between the San Francisco Bay and the California coastal mountains, just north of Silicon Valley. It boasts a rich history, a diverse population speaking nearly 125 languages and dialects, and a vibrant mix of urban and residential neighborhoods featuring historic architecture. Oakland's moderate Bay Area climate, along with its abundant arts, entertainment, recreational, and educational amenities, make it an attractive place to live and work.

The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants in one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.

We are looking for individuals who are ready to be part of something meaningful—who recognize the impacts of structural injustice and want to help shape a future rooted in fairness, access, and opportunity for all.

At the City of Oakland, you'll find a culture that celebrates authenticity, empowers community voices, and embraces the unique experiences of every employee. Join us in creating lasting, inclusive change—together.



CITY GOVERNANCE



MAYOR



The City of Oakland operates under a Mayor-Council form of government. The Mayor, elected at-large for a term of four-years, leads the executive branch and appoints the City Administrator, who oversees daily operations across all departments. In May 2025, Barbara Lee, longtime U.S. Congressional Representative and the first Black woman elected Mayor of Oakland, was sworn in as the City's 52nd Mayor. Her administration is focused on transparent, accountable leadership and delivering meaningful results for Oakland residents. Learn more about the [Mayor](#).

CITY COUNCIL

The City Council consists of eight members – seven elected by district and one at-large – serving staggered four-year terms. The Council sets citywide priorities, adopts ordinances, approves the budget, and appoints members to boards and commissions. Council information is available [here](#).

BUDGET

Like many agencies, Oakland is entering a critical phase in its financial planning. The City is currently developing its biennial budget for Fiscal Years 2025–2027. While addressing a structural deficit, where ongoing expenses exceed ongoing revenues, leaders are focused on long-term, sustainable solutions rather than short-term fixes. Learn more about the [City's budget process](#).

SERVE OAKLAND. SHAPE THE FUTURE.

For those called to public service, this is a pivotal and exciting time to join the City of Oakland. Budget discussions are creating space to reimagine how local government can work better for all residents, by prioritizing equity, strengthening core services, and ensuring resources are aligned with community needs. City leadership is committed to innovation, collaboration, and strategic investment. The Finance Department is seeking talented professionals who want to make a lasting impact.

CITY SERVICES

Oakland is a full-service city with approximately 4,200 employees and an annual budget exceeding \$1.3 billion. The City provides a wide range of essential services, including police, fire, public works, violence prevention programs, parks, libraries, and more. [Learn more about Oakland City Services](#).



CITY OF OAKLAND

FINANCE DEPARTMENT

The Finance Department provides quality government financial services to the City of Oakland. We manage the City's financial affairs with the highest degree of customer service, honesty, and integrity. We value teamwork, trust, accountability, and fiscal responsibility. The Finance Department consists of seven bureaus: the Administrative Bureau, Budget Bureau, Controller's Bureau, Payroll Bureau, Procurement, Contracts & Purchasing Bureau, Revenue Management Bureau, and the Treasury Bureau.

THE POSITION

The Revenue and Tax Administrator leads the Revenue Management Bureau of the Finance Department and oversees the City's comprehensive tax and fee collection efforts. This position oversees the development of fair and efficient tax enforcement programs and manages the assessment and collection of various City revenues. Essential duties for this position include enforcing and monitoring compliance with the provisions of City ordinances and complying with the State of California reporting requirements, pertaining to the following taxes: Business License, Parking, Utility Consumption, Real Estate Transfer, Cannabis, Transient Occupancy, Sales, Use and Mandatory Garbage.

LEAD REVENUE STRATEGY, DRIVE FISCAL IMPACT



KEY RESPONSIBILITIES:

- Overseeing municipal revenue operations, including evaluating tax exemptions, conducting audits and hearings, managing collections and liens, and providing revenue forecasts to support the City's budget.
- Monitoring developments in municipal revenue and tax policy, assessing their impact on City operations, and implementing necessary policy and procedural adjustments.
- Establishing and overseeing division objectives, policies, procedures, and work standards, implementing systems to evaluate revenue programs.
- Advising City staff and leadership on rate structures for business taxes, property special assessments, and other revenues, and recommending regulatory revisions to optimize revenue operations.

The Administrator also directs the City's Master Fee Schedule and supervises a team of approximately 60 FTEs, including an Assistant Administrator and two Principal Revenue Analysts.

THE IDEAL CANDIDATE:

A strategic and collaborative leader who aligns tax policies with citywide fiscal goals, mentors staff for professional growth, and effectively represents the Bureau across teams, committees, and boards.

A skilled communicator adept at conveying complex tax information to diverse audiences, fostering interdepartmental collaboration, and producing clear, well-structured reports for citywide distribution.

A service-oriented professional proficient in balancing regulatory compliance with exceptional customer service, while leveraging diverse software platforms to enhance operational efficiency.

THE PROCESS:

Candidates are encouraged to submit early. Submitted applications, resumes, and cover letters will be screened to determine the most qualified candidates who will advance to the selection interview. Interviews will likely be conducted by a panel of external stakeholders and internal representatives. The most highly qualified candidate will be selected for this critical position and will serve at the pleasure of the Finance Director.

COMPENSATION & BENEFITS



This comprehensive package reflects the City's commitment to attracting and retaining top talent in public service.

*The salary range for the
Revenue and Tax
Administrator position is
\$210,316.44 - \$258,217.80*

**Salary is negotiable within the defined
range depending on qualifications.*

Benefits include generous medical insurance, life insurance, automobile allowance, paid holiday, vacation, sick leave, management leave, public sector retirement (CalPERS 2.5% at age 55 classic member and 2% at age 62 for PEPR member), and voluntary deferred compensation. See the City's [2025 Benefits Matrix](#) for additional information.

REQUIREMENTS

The following qualifications are guidelines, as the appointing authority has broad discretion in filling positions in this classification.

EDUCATION:

Bachelor's degree in accounting, finance, business/public administration, economics, or a related field.

EXPERIENCE:

Minimum of three years in a leadership role within tax or revenue administration.

CERTIFICATE:

Possession of a Certified Public Accountant certificate is desirable.



HOW TO APPLY

Applications will be accepted at www.governmentjobs.com/careers/oaklandca. The filing deadline is August 14, 2025, resumes received by July 21, 2025, will receive first consideration.

To be considered, please submit your resume and cover letter outlining the background and experience that makes you the ideal candidate electronically through the city's online applicant portal. Email Ellaine Reyes at ereyes2@oaklandca.gov with any questions about the recruitment process.