

ASSISTANT TREASURER/TAX COLLECTOR

DEFINITION

Under direction, assists the Treasurer/Tax Collector in planning, organizing and directing the activities of the department; including accounting for tax receipts and investment of County funds; provides Completed Staff Work to the Treasurer/Tax Collector on complex financial matters; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single management position class in the Treasurer/Tax Collector's Office. This position exercises considerable discretion and independent judgment in the prioritization and coordination of department mandates, goals, and objectives. This class is distinguished from Treasurer/Tax Collector in that the latter is an elected official accountable for all treasury, investment and tax collection functions. The incumbent may act for the Treasurer/Tax Collector in his/her absence.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates the day-to-day operation and activities of the department including tax collections, revenue recovery, and the safekeeping, management and investment of pooled funds.
- Assists in developing department goals and objectives, and implementation of policies and procedures.
- Plans, organizes and directs Treasurer/Tax Collector activities including accounting for tax receipts and investment of County funds.
- Oversees bond issuances and subsequent related accounting.
- Presents recommendations for approval to the Treasurer-Tax Collector in Completed Staff Work format.
- Assigns and monitors work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods, procedures and accomplishments.
- Assists in preparing and administering annual department budget, including forecasting of funds needed for staffing, equipment, material and supplies.
- Plans, schedules, supervises and reviews the work of treasury and tax collection staff and activities; determines work schedules and authorizes leaves.
- Participates in the hiring of assigned staff; trains staff in work procedures and provides technical assistance in difficult situations as required.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Assures projects are completed timely and that all legal deadlines are met.
- Monitors current status of state and federal laws affecting the operation of the Treasury, investing public funds, tax collections and debt recovery; determines the impact of changes on County operations and communicates such changes to staff; implements procedures regarding billing and collection of County taxes.

- Provides information to the public or to County staff regarding tax collection policies, rules and procedures.

Assistant Treasurer/Tax Collector

Page Two

- Researches and prepares technical and administrative reports; prepares written correspondence.
- Represents the department to outside agencies and organizations.

QUALIFICATIONS

Knowledge of:

- o The functions of a Treasurer/Tax Collector department.
- o Supervisory principles and practices, including work planning and evaluation and employee training and discipline.
- o Principles and practices of accounting and financial recordkeeping, including accounting for investments of County funds.
- o Principles and practices of policy development and implementation
- o Principles and practices of leadership, motivation, team building and conflict resolution.
- o Modern office administrative principles and procedures, including filing and the operation of standard office equipment.
- o Correct English usage, including spelling, grammar, and business correspondence and report writing.
- o Office procedures and operation of personal computers.
- o Techniques for dealing with the public, often in situations, which may be difficult or confrontational.
- o Pertinent local, State and Federal laws, rules and regulations.
- o Budgeting procedures and techniques.
- o Principles and practices of organizational analysis and management.

Skill in:

- o Organizing, directing, and implementing comprehensive programs for assigned department areas.
- o Interpreting, applying and explaining legal provisions and County policies regarding delinquent accounts.
- o Preparing and administering a budget
- o Managing, training and evaluating employees
- o Analyzing problems, identifying alternative solutions, and projecting consequences of proposed actions in a Completed Staff Work format.
- o Gaining cooperation through discussion and persuasion.
- o Establishing and maintaining effective working relationships with those contacted in the course of the work, often in stressful situations.
- o Working with various cultural and ethnic groups in a tactful and effective manner.
- o Communicating clearly and concisely, both orally and in writing.
- o Project management, including prioritizing work and coordinating multiple activities.

Other Requirements:

Must possess a valid driver's license.

Education and Experience:

Equivalent to graduation from a four year college or university with major coursework in accounting, finance, business administration, economics or a related field and three years of supervisory or management experience in accounting or investing public funds.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.