



NOVEMBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0311

ASSISTANT TREASURER/TAX COLLECTOR

DEFINITION

Under administrative 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 analyses and recommendations to the Treasurer/Tax Collector on complex financial matters; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Treasurer/Tax Collector. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is the assistant department head classification that oversees, directs, and participates in the administrative activities of the Treasurer/Tax Collector's Office, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class assists the Treasurer/Tax Collector in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

This class is distinguished from the Accounting Division Manager – Treasurer/Tax Collector in that the latter is responsible for a division within the Treasurer/Tax Collector's Office and reports directly to the Assistant Treasurer/Tax Collector. This class is further distinguished from the 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

- Coordinates the day-to-day operations 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.
- 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 the department's annual budget, including forecasting of funds needed for staffing, equipment, materials, 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.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Represents the department to outside agencies and organizations.
- Serves as acting Treasurer/Tax Collector in his/her absence.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Functions of a county treasurer/tax collector department.
- Advanced principles and practices of accounting and financial recordkeeping, including accounting for investments of County funds.
- Principles and practices of public and business administration.
- Budgeting procedures and techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of conflict resolution and techniques for dealing with the public, often in situations which may be difficult or confrontational.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide administrative, management, and professional leadership for the Treasurer/Tax Collector's Office.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare, execute, and administer a budget.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, economics, or a closely related field;

AND

Four (4) years of supervisory or management experience in accounting or the investing of public funds.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers

open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays.