



**MARCH 2019**  
**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 formulating policies and procedures, accounting for tax receipts and investment of County funds; provides analyses and recommendations to the Treasurer/Tax Collector on complex financial matters; acts for the Treasurer/Tax Collector during absences and performs other 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 an assistant department head classification that oversees, directs, and participates, in all areas of responsibility assigned to the Treasurer/Tax Collector's Office by state law and County ordinance, 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 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.

### **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.
- Oversees activities related to the sale of tax defaulted properties at public auction.

- 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 the annual department 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.
- Ensures projects are completed timely and that all legal deadlines are met.
- Monitors the 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.
- May act on behalf of the Treasurer/Tax Collector in his/her absence.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of management including employee supervision, planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Functions of a County Treasurer/Tax Collector department.
- Principles and practices of governmental accounting, theories, and financial recordkeeping, including accounting for investments of County funds.
- Principles of conflict resolution and techniques for dealing with the public, often in situations which may be difficult or confrontational.
- Budgeting procedures and techniques.
- 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, a professional leadership and work direction for the Treasurer/Tax Collector's Office.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- 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 management experience in accounting or investing public funds.

**Licenses and Certifications:**

- Possession of, or ability to obtain and maintain, 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 on evenings, weekends, and holidays.