

County of Humboldt Job Specification
REVENUE AND TAX MANAGER
Classification 1146
FLSA: Exempt



DEFINITION

Under general direction, plans, develops, organizes, and manages multiple administrative and fiscal programs, projects, and activities in the office of the Treasurer-Tax Collector; performs complex administrative, budgetary, systems, statistical and other management analyses related to the receipt and balancing of multiple revenue sources collected by the department; investigates and pursues the collection of current and delinquent property tax accounts; recommends investments to be made within very strict guidelines; may make investments in certain circumstances; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Treasurer-Tax Collector or Assistant Treasurer-Tax Collector. Exercises direct supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, evaluating, and participating in the day-to-day activities in the Treasurer-Tax Collector's Office. Incumbents are responsible for performing diverse, specialized, and complex work involving accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

This class is distinguished from the Assistant Treasurer-Tax Collector in that the latter is an assistant director that provides highly responsible and complex management assistance to the department head in coordinating and directing department-wide activities and operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Provides responsible assistance and support to the Treasurer-Tax Collector or Assistant Treasurer-Tax Collector with a variety of administrative and management functions as assigned.
- Assists in the development and implementation of goals, objectives, policies, internal controls, procedures, and work standards for the department.
- Selects, trains, motivates, and evaluates the work of department personnel, provides direction or coordinates staff training, works with employees to correct deficiencies, and implements

discipline and termination procedures as required; determines work schedules and authorizes leaves, ensuring the effective, efficient, and timely completion of work.

- Develops and administers budgets for the department.
- Manages the extension of the secured and unsecured property tax rolls annually.
- Investigates and pursues the collection of current and delinquent property tax accounts, accounts involving court fines, and accounts secured by liens and judgments.
- Monitors daily bank balance, calculates daily cash requirements, and supervises preparation of deposits; recommends investments to be made within very strict guidelines; may make investments in certain circumstances; oversees wire transfers to be made.
- Monitors applicable federal, state, and local laws and recommends any necessary policy or procedure revisions; monitors implementation of revisions; determines the impact of changes on County operations and communicates such changes to staff; implements procedures regarding billing and collection of County taxes.
- Collects and analyzes financial and statistical data for the preparation of a variety of reports; prepares the treasurer's daily report detailing investments, deposits, disbursements, and cash balance. Oversees department recordkeeping and reporting functions; prepares narrative and financial reports.
- Resolves and communicates answers to questions from investment firms, other units of government, title companies, and real estate brokers. Coordinates activities and serves as liaison with other County departments and/or other agencies.
- Provides information to the public or to County staff regarding revenue collection policies, rules, and procedures.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes complex arithmetic or statistical calculations.
- Directs the collection of secured and unsecured accounts through correspondence, field investigation, and legal action, including filing liens, seizure, and sale of property.
- Corresponds with banks and title companies to collect liens on properties and to resolve problems regarding impound account.
- Obtains information regarding and locates debtors with delinquent accounts using skip tracing techniques.
- Interviews and corresponds with debtors to elicit payments and explain County policies and legal requirements; obtains and verifies information.
- Supervises preparation of tax due notices, delinquent tax roll and delinquent list publication.
- Manages public auction sales of tax deeded and seized properties in accordance with state code.
- Manages the preparation of claims litigation pertaining to delinquent County taxes in U.S. Bankruptcy Court.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

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 work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Advanced principles, procedures, and techniques of public agency investment and cash management.
- 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, including computers and software programs relevant to work performed.
- Business accounting and financial record keeping principles and practices.
- Office administrative principles and procedures, including filing and the operation of standard office equipment.
- Business data processing principles and the use of personal computing equipment.
- Techniques for interacting with the public, often in situations which may be difficult or confrontational.
- Principles, procedures, and techniques of collections and credit investigation work, including sources of information available in skip-tracing and collection.
- Laws, regulations, ordinances, and codes related to the legal collection of debts, probate, seizure of property, real property transactions and bankruptcy.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Assist in providing administrative and professional leadership and direction for the department and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent federal, state, and local laws, rules and regulations, policies, and procedures pertaining recorder and indexing.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Organize and prioritize work, meet critical time deadlines, and following up on assignments with minimal supervision.
- Conduct effective negotiations and effectively represent the County and the department in

meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory, and legislative organizations.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Gather information through interview and investigative work, evaluate data, draw valid conclusions, and determine strategies for collecting accounts.
- Organize and maintain accurate revenue, collection, cash accounting, and other accounting records and files.
- Use business accounting and financial record keeping principles and practices to make accurate arithmetic calculations.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration or a related field.

and

Four (4) years of experience in public agency treasury, investments, and/or tax and revenue collections.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.

- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).