

COUNTY OF SOLANO

ASSISTANT TREASURER/TAX COLLECTOR/COUNTY CLERK

Est. 7/98

DEFINITION

Under general direction plans, organizes and manages the day-to-day operations of the Treasurer/Tax Collector/County Clerk's Office; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This single position classification is characterized by the responsibility to direct, through subordinate staff, the daily operations of the Treasurer/Tax Collector/County Clerk's Office in billing, collection and reconciliation of taxes, fees and other revenue generated by the issuance, filing and maintenance of non-court related County Clerk; documents balancing and depositing County funds and investing funds on a short-term and long-term basis, and assisting in the issuance of debt instruments. An incumbent in this class assists the Treasurer/Tax Collector/County Clerk in the development of departmental goals, policies, procedures and operational systems for the Treasurer/Tax Collector/County Clerk's Office. This class may act on behalf of the Treasurer/Tax Collector/County Clerk in the elected official's absence.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- 1.** Plans, organizes, directs and manages the daily operations of the Treasurer/Tax Collector/County Clerk's Office; assists in the formulation of department goals, objectives and procedures; ensures the delivery of mandated and other services in compliance with local, state and federal regulations.
- 2.** Supervises subordinate personnel; confers with subordinates to review and monitor operations, employee performance and other administrative matters; mediates in personnel conflicts; consults with management staff to resolve conflicts and/or concerns as needed; participates in hiring and staff evaluation.
- 3.** Evaluates operational performance of departmental divisions; reviews work methods and inter/intra-departmental procedures to ensure effective and efficient work flow and compliance with established policy and laws; develops, interprets and communicates appropriate application of policy and operational procedure; reviews correspondence, regulations and legislation to determine necessary operational changes.

EXAMPLES OF DUTIES: (Continued)

4. Meets with representatives of other County departments, cities, tax servicing agencies, title companies and broker representatives to achieve common objectives and maintain cooperative working relationships.
5. Assists in the preparation of the budget; gathers information and prepares reports relative to projected costs of existing and proposed programs; monitors expenditure for adherence to anticipated costs; recommends sources for funding of unanticipated expenditures and/or cost overruns.
6. Conducts special studies related to departmental costs and/or operations; may be assigned additional administrative and/or supervisory responsibilities; may act on behalf of the Treasurer/Tax Collector/County Clerk.

QUALIFICATION GUIDELINES

Education and/or Experience

Progressively responsible experience in tax and/or accounts receivable collections, finance and investments which include supervisory and/or management responsibilities which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and experience would be:

Four years of progressively responsible supervisory and management experience in a public agency's accounting or finance function which has involved the collection and/or accounting for secured and/or unsecured taxes or closely related responsibility and graduation from a four year college or university with major course work in accounting, finance, business administration or a related field.

Knowledge/Abilities

Thorough knowledge of principles and practices of management, budgeting and personnel administration; effective organizational and operational methods and systems; effective managerial and supervisory techniques.

Considerable knowledge of accepted governmental accounting and budgeting practices; laws and regulations governing tax billing and receipts, finance and investments; automated information systems from a user prospective.

Knowledge/Abilities (Continued)

Ability to organize and manage diverse staff engaged in a variety of programs and activities; plan, organize and direct departmental programs and services; understand, interpret and explain laws, regulations and policies governing departmental operations; develop and implement operational procedures; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; communicate effectively both verbally and in writing.

Ability to communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; prepare budgets, funding proposals and narrative and statistical reports; supervise the work of others; understand and analyze expenditure reports; organize and prioritize work assignments; use proper grammar, spelling and punctuation; research regulations, procedures and or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; interpret political and administrative direction and incorporate into operational policy and procedure; maintain confidentiality of incorporate into operational policy and procedure; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others.