

COUNTY OF SOLANO
TAX COLLECTIONS MANAGER

DEFINITION

Plans, organizes and directs the operations and activities of the Tax Collector division to ensure the timely billing and collection of taxes and fees for services; ensures prompt reconciliation of various trust funds and sub accounts within the trust funds; establishes and manages customer services; and serves as a member of the department's management team.

CLASS CHARACTERISTICS

This single position, managerial level class in the Tax Collector's Office is characterized by the responsibility for planning, coordinating and managing the operations of the division. Develops and implements goals, objectives, policies and priorities related to assigned programs. Manages property tax revenue accounts including billing, receiving, recording, and collecting revenues generated from taxes, penalties, fees and the sale of property for delinquent taxes. Performs professional level accounting tasks. Ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations. This class is distinguished from the Assistant Treasurer - Tax Collector – County Clerk by the latter's responsibility to provide administrative support to the department director.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Assistant Treasurer-Tax Collector-County Clerk and the Treasurer - Tax Collector – County Clerk.

Exercises direct supervision over supervisory, technical and clerical staff.

Exercises supervision over assigned program activities and provides technical or functional guidance to those involved in systems/program development and implementation.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes and directs the operations of the Tax Collection office; establishes policies and procedures; analyzes and evaluates operational performance; reviews work methods and inter/intra departmental procedures to ensure effective work flow; establishes division standards, procedures and policies ensuring compliance with laws and regulations; coordinates division operations with other departmental activity and related County departments through consultations with other senior management team members;

Plans, organizes and manages the billing, collection, receipt and recording of revenue generated from property taxes, fees and other revenue.

Plans, schedules, organizes and conducts the public auction for the sale of tax-defaulted property; supervises the preparation of legal notices and publication of legal notices and property tax publications.

Directs and assists internal and external auditors in developing and ensuring proper accounting of all funds, mandated programs, and other services in compliance with local, state and federal regulations.

Manages the reconciliation of property tax revenue accounts; manages changes to systems and /or policies with outside entities and related departments.

Prepares cost benefit analysis reports, funding proposals, and statistical reports; prepares correspondence and reports as required; reviews and provides recommendations concerning requests for proposals and contracts.

Assists in the preparation of the division budget.

Assists in the development of programs, goals, and objectives.

Participates in hiring and trains staff; assigns work and evaluates for completeness, accuracy and adherence to established policies and procedures; works with management to correct personnel deficiencies.

Conducts meetings with other departmental staff to explain tax-related laws, regulations and departmental functions, policies and procedures, and to resolve problems with workflow and services delivery; meets with taxpayers or members of the public sector to resolve property tax related issues and/or problems.

Supervises subordinate staff; sets goals and objectives for group and individual performance; conducts group and individual conferences to review and discuss rules, regulations, policies and/or procedures; encourages cooperation and team work among staff; ensures appropriate communications throughout the division.

May conduct special studies and projects.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accounting theory, principles and practices as applied in tax accounting and records systems.

Accepted governmental accounting and budgeting practices.

Principles and practices of management and personnel administration in the public sector.

Effective organizational systems and operational methods and techniques.

Effective managerial and supervisory techniques.

Automated accounting systems from a user prospective.

Automated Property Tax systems and reporting.

Skills to:

Utilize basic office equipment.

Ability to:

Plan, organize and supervise accounting record systems.

Understand, interpret and explain laws, regulations and policies governing tax and collection program operations.

Develop and implement operational procedures.

Supervise the work of others engage in maintaining an accounting records system.

Identify and analyze administrative problems and implement corrective solutions.

Communicate effectively with people of diverse socio-economic backgrounds and temperaments,

Prepare and submit collections and statistical reports.

Prepare and monitor budgets.

Research and develop funding proposals and contracts for services and equipment..

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Develop and use computerized tax collections systems and reports.

Experience and Education/Training

Experience:

Four (4) years of progressively responsible experience in accounting records systems coupled with supervisory experience and/or training.

Education/Training:

Bachelor's degree is required from and accredited college, preferably with coursework in accounting, finance, business or public administration, or a closely related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California driver's license may be required.

Independent travel may be required.

SUPPLEMENTAL INFORMATION

There is no supplemental information for this position.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Established Date: September, 1990

Revised Date: February 2003

Revised Date: May 22, 2003

BOS Date: June 30, 2003