

REVENUE DIRECTOR

CODES/PAY RANGE

Class Code: 3301

EEO Code: A

Pay Range: C

MAJOR FUNCTION

Responsible administrative work in the supervision and direction of all operations and activities for the receipt and collection of taxes and fees, together with related records keeping; tag office operations and county mail courier system.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Exercises administrative control of operations and personnel through supervisory staff, participating directly, as necessary.

Reviews work flow and work load of offices. Initiates corrective action, where necessary. Directs re-assignment of personnel to meet the requirements of the work.

Reviews and analyzes procedures used in receiving and recording tax and fee payments. Makes changes to implement policy or administrative revisions.

Prepares operating budget.

Reviews the work of staff and personnel for adherence to procedures, policies, and statutory requirements.

Interprets statutes, opinions, policies, and directives to staff and others. Assists in difficult areas. Secures legal opinions where required.

Maintains liaison with other county and state offices, as necessary.

Analyzes complaint to determine compliance with requirements for courteous and helpful treatment of customers.

Performs related work as required.

(Revenue Director continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the statutes, opinions, policies, and directives governing the receipt and collection of taxes and fees. Knowledge of administrative methods and procedures.

Ability to delegate authority and to plan, organize, and direct the work of subordinate supervisory staff and personnel effectively. Ability to analyze operations, detect problem areas, arrive at and implement solutions and to achieve objectives. Ability to exercise good judgement and initiative in the development and implementation of plans and procedures and in participating in the formulation of policy. Ability to express self clearly and concisely, orally and in writing. Ability to establish and maintain effective public relations; to detect problem areas and develop and implement solutions. Ability to establish and maintain pleasant and effective relationships with customers, officials, supervisory staff, and personnel.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration, and five (5) years administrative experience of a progressively more responsible nature, preferably in tax collection or a closely related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94