

# TAX COLLECTOR ORGANIZATION MANAGEMENT ANALYST

Job Code	Pay Grade
23258	P2

## Nature of Work

This is highly responsible professional, technical, and administrative work that assists the Tax Collector Office (TCO) to achieve its strategic planning goals and objectives and provides direct assistance to the TCO Executive Management by actively managing the culture change processes associated with the TCO Organization Management System (OMS). An employee in this class provides a broad range of talent, leadership, and support to the TCO management across the organization and is the principal coordinator for change management processes for every key organizational TCO unit.

## Minimum Qualification Requirements

- 6 years of progressively responsible administrative or management experience in business or public administration that includes 2 years of progressively responsible administrative or management experience; or
- Bachelor's degree in organizational development, organizational behavior, industrial or organizational psychology, business or public administration, sociology or a related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive)

- Facilitates strategic planning activities for OMS and participates in TCO visioning conferences.
- Prepares executive summaries for management on OMS progress.
- Analyzes and provides consultation on people strategies for specific businesses and departments.
- Consults with leaders on the organizational design of their departments and business units.
- Analyzes and provides consultation on organizational and performance improvement initiatives.
- Facilitates the change management processes associated with organizational development.
- Partners and consults with TCO management to apply solutions which optimize delivering on business challenges.
- Facilitates organizational culture change.
- Coordinates and facilitates learning activities for management.
- Supports enterprise-wide organizational initiatives.
- Contributes to best practices efforts across the TCO.
- May appear before TCO external/internal stakeholder groups.
- Performs related work as required.

## Knowledge, Skills, and Abilities

- Knowledge of the principles of strategic planning and organization design.
- Knowledge of the functions, operations, and structure of the Tax Collector's Office and Pinellas County government.
- Skill with project management and consulting.
- Skill at negotiating with and influencing senior executives.
- Ability to read the subtle nuances of a situation and react or plan accordingly.
- Ability to establish good working relationships with TCO employees, other public agencies, and the public.
- Ability to present oral and written comments and recommendations, clearly and concisely.

For official use only

Revised	EEOC Code	Overtime Code
11/16	Professionals	Exempt