

TAX COLLECTOR PROJECTS COORDINATOR

Job Code	Pay Grade
23274	E-11

Nature of Work

This is professional field and office work coordinating major Tax Collector projects and programs. The incumbent in this classification works with a high degree of independence and work may include regular or project-based supervisory responsibilities. Duties involve coordinating all aspects of designated activities, projects or programs with county staff, various municipalities, other public agencies, and private contractors. Employees in this classification are expected to develop program guidelines and procedures for management and staff as well as to implement and maintain the programs. The incumbent reports to the Tax Collector or Chief Deputy.

Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field and 4 years of public administration experience coordinating highly visible projects; 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.)

- Develops budget and forecasts financial needs for departmental activities.
- Coordinates activities for system testing and establishes written project requirements.
- Establishes written specifications and approved products lists.
- Initiates orders for materials and equipment for cost effective improvements.
- Monitors quality of workmanship and materials, and orders product testing as needed.
- Performs liaison duties with public agencies, contractors, and consultants; serves as a member of the Tax Collector's speaker's bureau.
- Leads special projects teams as needed.
- Responds to Tax Collector related emergency situations as directed.
- Performs related work assigned by the Tax Collector or Chief Deputy as required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Ability to apply computer applications and software.
- Ability to deal with the public and private sectors with tact and diplomacy.
- Ability to solve problems and re-direct work efforts as necessary.
- Ability to manage and organize Tax Collector projects and programs.
- Ability to speak in public before large groups.

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Revised	EEOC Code	Overtime Code
11/15	Professionals	Exempt