

TAX COLLECTOR BRANCH MANAGER

Job Code	Pay Grade
23278	E-13

Nature of Work

This is highly responsible technical, administrative and supervisory work involved in directing all activities of a full service Agency of the Tax Collector's Office. An employee in this class plans, assigns and supervises the work of subordinate exempt and classified personnel involved in functions associated with vehicle and vessel titling and registration, hunting and fishing licensing, ad valorem and non-ad valorem tax collection, driver's licensing, and various support activities such as facility management services. Work at this level requires extensive knowledge of applicable state laws, county ordinances, Department of Revenue (DOR) and Department of Highway Safety & Motor Vehicles (DHSMV) rules and regulations, as well as local policies and procedures. The incumbent exercises considerable independent judgment and initiative under the general supervision of a Branch Operations Field Manager or Deputy Tax Collector, and is reviewed through conferences, observation of results obtained and periodic reports and evaluations.

Minimum Qualification Requirements

- Associate's or business school degree in a related field and 2 years of progressively responsible experience in a Tax Collector's Office that includes supervisory training or experience, 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.
- Candidate must apply for and maintain FRVIS Access Authorization per Florida Department of Highway Safety Motor Vehicles Procedures TL-57 and RS-64.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Develops an Office budget, forwards it to the Branch Operations Field Manager or Deputy Tax Collector for approval.
- Analyzes the organizational structure, and recommends staffing requirements to maintain an efficient system for delivering Office services.
- Interviews and recommends hiring or promotion to fill vacant positions, administers the Office's performance appraisal and progressive discipline programs.
- Communicates and cooperates with representatives of the DOR/DHSMV and other related state offices, law enforcement agencies, insurance companies, law offices, automobile dealerships, and with other Branch Managers.
- Acts as an expert interpreting state laws, county ordinances, DOR/DHSMV rules & regulations, and the rules of the Pinellas County Unified Personnel System.
- Monitors security measures to assure the safety of employees handling large sums of money, negotiable instruments, tags, decals, receipts, and develops a loss prevention system for supplies.
- May serve as an Acting Branch Operations Field Manager or Deputy Tax Collector in the Manager's or Deputy's absence.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of state laws, rules & regulations governing vehicle/vessel titling and registration, driver's licensing, fishing and hunting licensing.
- Knowledge of legal terminology, business English and math.
- Knowledge of state sales tax laws, rules and regulations.
- Knowledge of County ordinances relating to "Penny For Pinellas" and Tourist Development Tax.

TAX COLLECTOR BRANCH MANAGER (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of bookkeeping methods and principles.
- Knowledge of automated office machines, procedures and practices.
- Knowledge of the principles and practices of office management and supervision.
- Knowledge of the rules of the Pinellas County Unified Personnel System.
- Ability to apply computer applications and software.
- Ability to prepare operating and statistical tabulations and reports.
- Ability to hire, train, plan and assign work, and supervise a large number of employees in a manner that promotes efficient work output with high morale.
- Ability to make decisions in accordance with laws, rules and regulations, and to solve problems within established policies and procedures.
- Ability to communicate effectively, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
04/15	Officials & Managers	Exempt