Tax Collector Branch Manager

Category: Exempt
Pay Grade: TCE-25
Job Code: 23278

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs highly responsible technical, administrative and supervisory work involved in directing all activities of a full-service Branch 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, other approved services 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 Deputy Tax Collector, and is reviewed through conferences, observation of results obtained and periodic reports and evaluations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)
• Develops an Office budget, forwards it to the 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 Deputy Tax Collector in the Deputy's absence;
• Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Associate’s or business school degree in a related field and two (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.

Special Qualifications (May be required depending on area of assignment):
• 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.

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;
• 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.

PHYSICAL/MENTAL DEMANDS
This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:
• Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
• Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
• Grasping: Applying pressure to an object with the fingers and palm.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Standing: Particularly for sustained periods of time.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS
Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.