

CHIEF DEPUTY TAX COLLECTOR

Job Code	Pay Grade
23300	E-17

Nature of Work

This is highly responsible administrative and technical management work assisting the Tax Collector in carrying out the activities necessary for the effective and efficient performance of the multiplicity of functions assigned to that office. An employee in this classification provides assistance to the Tax Collector by giving personal attention to administrative details and to special projects as directed by the Tax Collector. The wide scope of those activities creates much demand for independent judgment and a high degree of responsibility is delegated to the incumbent. The incumbent is responsible for coordination of the activities of Deputy Tax Collector positions and acts as Tax Collector in the Tax Collector's absence. The position reports to the Tax Collector with minimum supervision since the position's functions and activities are incidental to the principal duty of assisting the Tax Collector. Maintaining good working relationships with staff and the general public are essential.

Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or a related field and 4 years of progressively responsible administrative and management experience that includes supervision or supervisory training; 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 inclusive.)

- Assists the Tax Collector in the establishment of policies and directives for operational planning in accordance with established laws, rules, and regulations governing the functions of the Tax Collector's office.
- Leads and directs the work of Deputy Tax Collectors, and is responsible for supervision of both exempt and classified service personnel.
- Prepares the Tax Collector's annual office budget by analyzing financial reports and the various departments' requests.
- Assists the Tax Collector by planning and implementing future programs and procedures as the requirements of law and growth mandate.
- Initiates and carries through to completion special programs as directed by the Tax Collector.
- Reads, classifies, refers or answers memos, reports and correspondence.
- Maintains close contact with other county departments and outside agencies as necessary.
- Acts in behalf of the Tax Collector in the Tax Collector's absence.
- Acts as alternate approver of expenditure of funds for the Tax Collector.
- Acts as alternate signatory on checks for the Tax Collector.
- Interviews visitors to the Tax Collector's Office and attempts to solve problems without further referral.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of modern business methods and procedures applicable to public administration.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of public administration techniques, principles, and practices.
- Knowledge of the laws, rules, regulations and procedures governing the collection of taxes and related legal processes.
- Knowledge of accounting principles and procedures.
- Ability to analyze and solve administration problems, render advice and assistance.
- Ability to present oral and written comments and recommendations clearly and concisely.
- Ability to represent the Tax Collector in public speaking requests.

CHIEF DEPUTY TAX COLLECTOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to apply computer applications and software.
- Ability to plan, organize, and direct employees as well as assist in the maintenance of high morale involving the entire staff.
- Ability to make sound independent judgment.
- Ability to maintain good public relations with subordinates, public agencies, and the public.

For official use only

Revised	EEOC Code	Overtime Code
12/09	Officials & Managers	Exempt