Chief Deputy Tax Collector

Category: Exempt
Pay Grade: TCE-39
Job Code: 23300

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 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.

ESSENTIAL JOB FUNCTIONS (examples, not all 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 other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Bachelor’s degree in public administration, business administration or related field and four (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.
Special Qualifications (May be required depending on area of assignment):
- Florida Driver License or Florida Commercial Driver 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.

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;
- 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.

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.