

# TAX COLLECTOR STAFFING COORDINATOR

Job Code	Pay Grade
23222	E-9

## Nature of Work

This is advanced level professional work in the development and implementation of a variety of personnel management functions. The incumbent in this classification performs technical and administrative tasks relating to the development, administration, and maintenance of the staffing of the Tax Collector's Office. The incumbent is responsible for screening candidates, initial interviewing of applicants, and serves as liaison with the Human Resources Department, Office of Human Rights, and department supervisors in the Tax Collector's Office. Work is performed under the direction of the director or designee and is reviewed by observation of results achieved, periodic conferences, and reports.

## Minimum Qualifications Requirements

- Associate's degree and 4 years professional experience in public administration, business administration, personnel management or human resources that includes formal training in human resources management combined with supervision or supervisory training; or
- Bachelor's degree and 2 years experience as described above, or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- A 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.)

- Reviews, meets, and refers candidates for job consideration.
- Coordinates with managers and supervisors to identify individuals who should be recommended for placement and selection for available positions.
- Contacts qualified applicants by mail or by telephone to schedule interviews.
- Conducts personal interviews with selected applicants for employment in the Tax Collector's Office.
- Counsels applicants who fail to meet departmental standards.
- Conducts recruitment at colleges, universities, technical schools, vocational schools, high schools and in the general community for positions within the Tax Collector's Office.
- Makes presentations to organizations and agencies relative to employment opportunities in the Tax Collector's Office.
- Informs and counsels employees on promotion and transfer policies within the Tax Collector's Office.
- Acts as liaison with the Human Resources Department to obtain registers, applications, and schedule examinations.
- Acts as liaison with the Office of Human Rights to coordinate the affirmative action program for the Tax Collector's Office.
- Acts as liaison with the department directors and agency managers in the Tax Collector's Office to determine staffing needs, project vacancies, implement recruitment strategies, and schedule interviews.
- Maintains files, records, and completes documentation or correspondence and other materials dealing with applicants and interviews.
- Initiates and carries through to completion special projects as directed by the Tax Collector, Chief Deputy, or Deputy.
- Performs related work as assigned or required.

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## Knowledge, Skills, and Abilities

- Knowledge of the standard principles, practices, methods and techniques of public personnel administration.
- Knowledge of the terminology, job content and qualification requirements for the positions within the Tax Collector's Office.
- Knowledge of the principles of management, psychology, education and career development.
- Knowledge of concepts and methods of equal employment opportunity and affirmative action.
- Knowledge of recruiting principles, practices and techniques.
- Ability to apply computer applications and software.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to understand and follow complex oral and written instructions.
- Ability to analyze facts, maintains records, prepares reports and exercises sound judgment.
- Ability to establish and maintain effective working relationships with fellow employees and the public, supervise staff, and coordinate activities.

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Revised	EEOC Code	Overtime Code
12/09	Professionals	Exempt