

DIRECTOR, TAX COLLECTOR

Job Code	Pay Grade
23286	E-14

Nature of Work

This is highly responsible technical, administrative, and supervisory work involved in delivering a division service within various Departments of the Tax Collector's Office. Employees in this classification supervise a subordinate staff of professional, technical, and clerical personnel responsible for customer service, cashing, receipting, accounting, disbursements, budgeting, technology support, collections, compliance activities, staff services, licensing and registering of vehicles and operators, facility maintenance, personnel management, ongoing research, and the daily processing of a wide assortment of public records. The incumbent performs with considerable independent judgment and initiative. The incumbent reports to a Deputy Tax Collector.

Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or 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.
- 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 a division budget, forwards it to the department deputy for approval.
- Develops and maintains an efficient system for delivering division services, to include recommending organizational structure, staffing requirements, job descriptions, and training.
- Conducts reviews of all division functions, and makes recommendations for changes in policies, procedures, systems and standards.
- Plans, coordinates, and schedules the completion of departmental training for personnel in the division, and monitors their progress toward achieving the maximum degree of professionalism.
- Acts as an expert interpreting laws, rules, and regulations for staff members and for the general public.
- Evaluates performance of assigned personnel and prepares performance reviews.
- Leads special project teams, as required.
- Serves as Acting Deputy in the Deputy's absence.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of laws, ordinances, rules and regulations pertaining to the collection of taxes.
- Knowledge of modern business methods and procedures applicable to public administration.
- Knowledge of the techniques of supervision and management.
- Knowledge of research and reporting techniques.
- Knowledge of the structure, and rules of the Pinellas County Unified Personnel System.
- Ability to establish and maintain good working relationships with subordinates and superiors, and to promote public relations with other county departments, public agencies, and the public.
- Ability to work independently on complex tasks.
- Ability to plan, organize, and coordinate the work of others.

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Job Code	Pay Grade
23286	E-14

Knowledge, Skills, and Abilities (continued)

- Ability to analyze and solve administration problems, and to render advice and assistance to others.
- Ability to present educational or informative material before groups.
- Ability to communicate effectively and concisely, orally and in writing.

For official use only

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