

# DEPUTY TAX COLLECTOR

| Job Code | Pay Grade |
|----------|-----------|
| 23290    | E-15      |

## Nature of Work

This is highly responsible professional, technical, and administrative managerial work involved in the development, implementation, and maintenance of operations within various functional areas of the Tax Collector's Office. The incumbent in this classification directs and coordinates the activities of major departments, such as Budget & Finance, Branch Operations, Tax Operations, Processing Operations, or coordinates personnel with managerial responsibility for the activities of division directors in a department, including directing and/or supervising subordinate exempt and classified personnel. The incumbent exercises considerable independent judgment and initiative. The position reports to the Tax Collector and Chief Deputy.

## Minimum Qualification Requirements

- Bachelor's degree in public administration, business administration or related field and 4 years of progressively responsible administrative or 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 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.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Acts in behalf of the Tax Collector as a liaison to other governmental units.
- Reviews and recommends changes to statutes, ordinances, rules, and regulations.
- Leads and directs the work of staff, and supervises subordinate exempt and classified personnel.
- Develops, plans, and implements various program functions of the Tax Collector.
- Prepares the budget of a department, and participates in the preparation of the Tax Collector's budget.
- Instructs subordinate exempt and classified personnel on the Budget Instruction Manual, initiates budget amendments, reviews and approves bills for payment, monitors expenditures.
- Coordinates with other Deputy Tax Collectors to achieve the mission of the Tax Collector's Office with the highest possible efficiency.
- Represents the Tax Collector at meetings and official functions, and may act in behalf of the Tax Collector in the Tax Collector's absence.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- 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 the laws, ordinances, rules, regulations and procedures governing the collection of taxes and related legal processes.
- Knowledge of the functions, operations, and structure of the Tax Collector's Office and county government.
- Knowledge of the laws, rules and regulations governing recording of public documents and records management.
- Ability to apply computer applications and software.
- Ability to plan, develop, present, and gain acceptance of ideas, concepts, designs, schedules, and status reports.
- Ability to analyze and solve administrative problems.
- Ability to plan, assign, coordinate, and supervise the work of others.

## DEPUTY TAX COLLECTOR (continued)

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### Knowledge, Skills, and Abilities (continued)

- Ability to represent the Tax Collector in public speaking requests.
- Ability to present oral and written comments and recommendations, clearly and concisely.
- Ability to maintain good public relationships with subordinates, public agencies, and the public.

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| Revised | EEOC Code            | Overtime Code |
|---------|----------------------|---------------|
| 4/14    | Officials & Managers | Exempt        |