



## **Tax Collector Projects Coordinator**

**Category:** Exempt  
**Pay Grade:** TCE-18  
**Job Code:** 23274

*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 professional field and office work coordinating major Tax Collector projects and programs. The incumbent in this classification works with a high degree of independence and work may include regular or project-based supervisory responsibilities. Duties involve coordinating all aspects of designated activities, projects or programs with county staff, various municipalities, other public agencies, and private contractors. Employees in this classification are expected to develop program guidelines and procedures for management and staff as well as to implement and maintain the programs. The incumbent reports to the assigned Deputy Tax Collector or Chief Deputy.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Develops budget and forecasts financial needs for departmental activities;
- Coordinates activities for system testing and establishes written project requirements;
- Establishes written specifications and approved products lists;
- Initiates orders for materials and equipment for cost effective improvements;
- Monitors quality of workmanship and materials, and orders product testing as needed;
- Performs liaison duties with public agencies, contractors, and consultants; serves as a member of the Tax Collector's speaker's bureau;
- Leads special projects teams as needed;
- Responds to Tax Collector related emergency situations as directed;
- Performs related work assigned by the assigned Deputy Tax Collector or Chief Deputy as required;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

A bachelor's degree in public administration, business administration or a related field and four (4) years of public administration experience coordinating highly visible projects; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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 knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of public administration principles and practices;
- Ability to apply computer applications and software;

- Ability to deal with the public and private sectors with tact and diplomacy;
- Ability to solve problems and re-direct work efforts as necessary;
- Ability to manage and organize Tax Collector projects and programs;
- Ability to speak in public before large groups.

### **PHYSICAL/MENTAL DEMANDS**

This work requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- 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 safe and secure work environment that may periodically have unpredicted requirements or demands.