



Deputy Tax Collector

Category: Exempt
Pay Grade: TCE-33
Job Code: 23290

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 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.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of progressively responsible administrative and management experience, or a Bachelor's degree in business administration, public administration, or a related field and four (4) years of experience as described above, 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 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;
- 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.

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.