

Position Code: 0470	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and manage the operations of the Office of the Commissioner of the Revenue under the direction of the Commissioner. The class is responsible for staff supervision, training, assisting with assessment of local taxes, budget, statistical analysis, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Supervises staff, including recruiting, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates the operations of and provides administrative support for the Office of Commissioner of the Revenue at the main office and all branch offices.
- Oversees and assists staff engaged in the processing and auditing of State income tax returns, maintenance of the personal property system, and enforcement of City business tax codes; determines course of action on complex processing and assessment issues.
- Prepares and manages the budget for area of responsibility; oversees, reviews, and approves expenditures; provides statistical analysis.
- Performs recurring daily tasks such as preparing staff for court appearances, reviewing work papers and documentation relative to tax assessments, and meeting with City Attorney and other departments involved with tax assessments.
- Assists with development and implementation of policy and procedures for area of responsibility; ensures compliance with same by staff.
- Provides assistance to other departments and the public by telephone and in person on tax related issues; represents the Department in dealing with the media.
- Develops financial and statistical models for the forecasting of revenues administered by the Commissioner; monitors revenue accounts throughout the year.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts, and sets agenda for staff and other professional meetings to exchange information; attends professional seminars to improve professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, or finance and economics using financial and econometric models.

Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in finance, accounting, public administration, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.