

Position Code: 0490	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operation of the Office of the Commissioner of Revenue. The class is responsible for supervising staff, establishing policy and procedures, planning and managing taxation processes, evaluating performance, documenting activities, and reporting events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops policies and procedures in consultation with elected or appointed officials, senior management, department heads, department staff, and system users to ensure efficient and accurate taxation processes; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends in taxation policies and practices, laws, rules, court decisions, and City policy to develop or improve taxation processes and ensure taxes are administered in a fair and equitable manner.
- Directs taxation processes of office such as preparing revenue projections, monitoring budgetary expenditures, preparing financial and statistical reports, and other management actions related to taxation.
- Advises elected and appointed officials, department heads, staff agencies, and the public on taxation matters.
- Represents the City on boards or committees involved in taxation planning, management, or other taxation issues.
- Oversees administrative matters such as developing budgets, administering expenditures, conducting special studies, managing records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
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 work involving the application of principles of logical thinking and administrative, professional, and taxation practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Performs professional level work requiring the application of accounting, financial, legal, managerial, or taxation methods in the solution of technical, administrative, financial, or legal problems.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in finance, business, 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	Must possess the required qualifications for the position of Commissioner of Revenue as prescribed by State statutes.

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.