

Job Class Code: 0460	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and supervise the assessment of personal property tax. The class is responsible for staff supervision, maintenance of the Personal Property System, coordinating, 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

- Develops and implements programs, policies, and procedures for the administration of the assessment of personal property tax operations; enhances and maintains current programs.
- Supervises, trains, and assigns subordinate staff in assessment related activities, including coordinating training through Human Resources and Information Technology. Tasks include assigning and evaluating work, counseling, and disciplining, reviewing job applications, interviewing applicants, and making recommendations for hiring and promotional decisions.
- Resolves difficult issues regarding personal property assessments with taxpayers or their representatives; reviews assessment appeals filed by taxpayers or their representatives and makes recommendation regarding resolution to the Commissioner of the Revenue.
- Coordinates work with other departments and ensures meeting of deadlines; interacts with outside agencies to gather information and resolve issues.
- Gives assistance to Treasurer’s staff involving collection of personal property tax; adjusts tax and provides documentation on judgments, DMV holds, and bankruptcies.
- Consults with Information Technology Specialist regarding system problems and makes recommendations for the enhancement of systems.
- Communicates with staff from other City departments, other localities and State agencies, professional representatives of taxpayers and individual taxpayers regarding State and local tax laws related to personal property.
- Works with leasing companies to determine vehicles that qualify for Personal Property Tax Relief.
- Oversees the Real Estate Tax Relief Program to ensure efficient operations and meeting of deadlines.
- Keeps staff abreast of changes or enhancements to the personal property system.
- Gathers and maintains information/statistics to support periodic and special reports documenting activities for area of responsibility, such as the development of revenue projections for Budget Department.
- Attends or conducts staff and other professional meetings to exchange information.
- 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	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes rates, percents, ratios, proportions, or measurements.
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 principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
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 any combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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.