

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Assistant Treasurer and Tax Collector
ALLOCATION: Treasurer and Tax Collector's Office
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: December 2006
REVISED: July 2019

JOB SUMMARY:

Under administrative direction, is responsible for the administration of the Treasurer and Tax Collector's Office, and for oversight of the day to day operations. The position will plan, organize, direct and perform a variety of complex professional financial accounting, fiscal management, personnel management and administrative activities in support of the County Treasurer and Tax Collector's Office; develop goals, objectives, standards of performance and policies and procedures to meet legal and organizational services; and perform related duties as assigned.

This single executive management level position plans, manages, and oversees all department activities.

CLASS CHARACTERISTICS:

This is an at-will position is appointed by and reports to the County Administrator while working closely with the Treasurer/Tax Collector. This class is distinguished from the Treasurer/Tax Collector in that the latter has overall responsibility for the Treasurer/Tax Collector mandates and investment activities.

EXAMPLES OF DUTIES:

Essential:

- Manage the day to day operations of the Treasurer/Tax Collector's Office.
- Plan, assign, supervisor, review and evaluate the work of staff; appoint personnel; evaluate staffs' job performance; provide direction and coaching, through regular feedback sessions; provide for the training of and professional development of staff; create individual development plans with employees; discuss job performance problems to identify causes and issues, and to work on resolving problems; recommend discipline and implement discipline procedures as needed.
- Develop and implement department policies, procedures, and service standards in support of county and departmental initiatives; implement policy and procedural changes as required;
- Plan, organize, administer, review and evaluate the activities of the Treasurer/Tax Collector's Office; evaluate department and program effectiveness and modify accordingly.
- In the absence of the Treasurer/Tax Collector, to assume the responsibility of the Treasurer/Tax Collector as needed.
- Supervise or participate in the maintenance of the County's treasury, including receiving, receipting, recording and depositing funds into back accounts; calculating daily cash flow requirements and available monies; transferring funds; balancing back statements and preparing month end reports.
- Supervise or participate in the collection of County taxes, including calculating and estimating taxes, fees and assessments; transient occupancy taxes; receipting, posting and balancing collections; managing delinquent collections; updating tax roll; preparing for and assisting in conducting public sales of tax-defaulted properties; preparing related advertisements, correspondence, records and reports.
- Assist in preparing the Department budget; assist in budget implementation; participate in the forecast of funds needed for staffing, equipment, materials and supplies; administer approved budget.
- Confer with and represent the County in meetings with community agencies and groups, service providers and other governmental agencies; build and maintain positive working relationships.
- Negotiate, execute and manage major financial agreements, contracts and transactions with large corporate and other private sector financial institutions.
- Manage and maintain various financial systems.
- Monitor departmental operations for fiscal liabilities and legal compliance with State and Federal laws, rules and regulations regarding departmental bending, investment and other financial activities.
- Monitor changes in laws, regulations, programs and techniques in all functional areas; evaluate their effect upon County activities; recommend and implement policy and procedural changes as appropriate.
- Prepare and direct the maintenance of accurate financial, statistical and administrative records and files; prepare administrative, financial and accounting reports, informational materials, correspondence and other written materials.
- Prepare agenda items for action required by the Board of Supervisors.

- Receive and respond to inquiries, requests for assistance and complaints from the public.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Is prepared to serve in a command position under emergency incident command structure.
- Use standard office equipment, including a computer, in the course of the work
- Drive a motor vehicle to attend meetings.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Principles, practices and procedures related to the operations of the Treasurer/Tax Collector's Office.
- Pertinent local, state and federal laws, rules and regulations.
- Principles and practices of accounting and financial recordkeeping in the County.
- Principles and practices of tax collection and apportionment.
- Principles of financial, investment and economic analysis; portfolio management; public finance and debt issuance.
- Principles and practices of policy development implementation.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles and techniques of fiscal management and budgetary control.
- Principles and practices of organizational analysis and management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of business correspondence and report writing.
- Modern office procedures, methods and computer equipment.

Skill in:

- Establishing policies, procedures and controls related to the Treasurer/Tax Collectors Office.
- Planning, organizing, supervising, reviewing and evaluating the work of staff.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Overseeing and performing complex problem definition and resolution activities.
- Making effective public presentations.
- Interpreting, applying and explaining laws, ordinances, regulations, rules, policies, and procedures.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.
- Making accurate arithmetic and statistical calculations.
- Maintaining accurate records and files.

Ability to:

- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.
- Communicate clearly and concisely, both orally and in writing.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Perform the most complex and difficult financial work of the department.
- Organize own work, manage multiple projects/programs and meet critical deadlines.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.
- Work effectively within a large organization as a loyal team player and to support Yuba County's strategic priorities.
- Accept criticism and deal calmly and effectively with high stress situations.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or

without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive motor vehicle in order to visit work sites throughout the community and attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university with major course work in Accounting, Finance, Economics, Public or Business Administration or a field related to the work and six years of full-time professional accounting and/or financial management experience.

PREFERRED: In addition to the minimum, an advanced degree in a related field as previously defined and additional years of management experience in a public agency, which has included budget development and administration; and program planning, implementation and administration.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

CAO Approval: Department Head
Date:

EEOC: A
WC: 9410

Human Resources Approval:
Date:

Signature: _____

Signature: _____