

TAX AND REVENUE ASSISTANT DIRECTOR

NATURE OF WORK

Under administration direction, performs complex operational and administrative duties assisting the division director in directing the operation of the section. Assists in the development, coordination and implementation of all assigned activities of unit in the State Tax Division. In the absence of a division director, reports directly to the Deputy Secretary or Cabinet Secretary. Work is performed with a minimum of supervision and is given wide latitude for independent action. Performs related work as required.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Coordinates the work flow between all units, subunits and sections; directs and reviews work of administrative staff.

Reviews and analyzes new legislation to prepare fiscal note information and assesses impact on unit; projects the transition of any legislative changes into the work flow: forms, personnel needed, etc.

Prepares the section's operational budget request and projects expenditures with review and final approval from the director.

Responsible for personnel matters, staff development, and other related actions in assigned area. Oversees field audits and investigative assignments where appropriate to maintain productivity at maximum level.

Assists in drafting, interpreting and enforcing laws and administrative rules and regulations pertaining to diverse functions of the section.

Assumes line responsibility for the operation of the assigned units in the absence of the director.

Develops work methods corresponding to the processing of the work by the various units; monitors work methods and communication channels for effectiveness.

Conducts special studies on section operations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the operations, principles and policies of the State Tax Division.

Knowledge of supervisory and administrative principles, procedures and techniques.

Knowledge of the state and federal taxation laws.

Knowledge of state and federal budgetary requirements and practices.

Ability to evaluate existing programs and make recommendations to implement, improve or revise programs and/or legislation as needed.

Ability to establish good working relationships with subordinate personnel, other state agencies, public officials and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to plan and direct the work of others.

TAX AND REVENUE ASSISTANT DIRECTOR (CONT'D)

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's degree from a regionally accredited college or university with major course work in area of assignment within agency.

SUBSTITUTION: Additional full-time or equivalent part-time paid employment in business administration, public administration, or a related professional field may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in the areas of taxation, accounting or auditing, three years of which must have been in an administrative or supervisory capacity.

SUBSTITUTION: Graduate degree in a related field may be substituted for two years of the required experience.

FOR REVENUE DIVISION:

TRAINING: Bachelor's degree from a regionally accredited college or university with major course work in area of assignment within agency.

SUBSTITUTION: Additional full-time or equivalent part-time paid employment in business administration, public administration, or a related professional field may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in the areas of taxation, accounting or auditing, three years of which must have been in an administrative or supervisory capacity **OR** Four years of full-time or equivalent part-time paid experience in remittance processing and data capture of tax returns within the Tax Division, three years of which must have been in an administrative or supervisory capacity.

Established: 8/19/93

Revised: 5/01/07, 6/8/09

Effective: 6/8/09