

**EXECUTIVE DIRECTOR, OFFICE OF TAX APPEALS****Nature of Work**

Under administrative direction of the Chief Administrative Law Judge, is responsible for the administrative operations of the Office of Tax Appeals. Oversees the personnel, payroll, procurement and budgetary functions for the agency. Assists the Chief Administrative Law Judge and other agency personnel with the management of the hearing docket. Performs related work as required.

**Examples of Work**

Plans, organizes, evaluates and directs the fiscal, personnel, accounting, payroll and purchasing operations.  
Directs the daily operations of staff.  
Prepares or directs preparation of, implements and monitors budget and supporting fiscal statements.  
Develops policies and procedures for effective program operation. Develops long range program objectives and makes recommendations.  
Coordinates program activities with other agencies.  
Develops budget estimates and expenditure schedules for agency programs.  
Schedules or directs the scheduling of administrative hearings, as well as conducting statistical and other analysis of the docket.

**Knowledge, Skills and Abilities**

Knowledge of the operations, principles and policies of the agency.  
Knowledge of state and federal laws and policies related to personnel, payroll, purchasing, budget and other business administrative matters.  
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.

**EXECUTIVE DIRECTOR, OFFICE OF TAX APPEALS (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to communicate effectively, both orally and in writing.

Ability to plan and direct the work of others.

**Minimum Qualifications**

TRAINING Bachelor's degree from an accredited four-year college or university in business administration or a related field.

EXPERIENCE Four years of full-time or equivalent part-time paid experience in performing or overseeing the administrative operations of a private sector business or of a local, state, or federal government agency.

Established: 12/19/02  
Effective: 01/01/03