

**COUNTY OF HAYWOOD
POSITION DESCRIPTION**

POSITION TITLE: TAX ADMINISTRATOR

GENERAL DESCRIPTION OF POSITION

The purpose of the position is to supervise staff and oversee all Tax Department and Land Records/GIS operations. The position is responsible for supervision, planning, budgeting, administration, technical operation, records, and reports. The position plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this position. The County Manager and Haywood County Board of Commissioners may also assign and designate other duties and responsibilities to this position as needed and/or required.

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining and terminating or recommendation termination of staff.
- Researches and monitors state/local laws or rules; Develops long range goals/plans and sets objectives to attain these goals; Establishes programs and negotiates for resources to achieve goals.
- Advises and assists the general and professional public, subordinates or others in taxation matters; Coordinates with other departments and public or private groups on matters of mutual concern.
- Develops, approves and implements policies and procedures for all department functions assigned under this position description.
- Develops and submits budgets; Justifies and defends budget requirements; Monitors and/or approve departments expenditures; Submits financial forms and reports.
- Directs all administrative functions such as training, public information, internal controls, tax accounts and records, reports, supplies and other functions as assigned to this position.
- Monitors or directs all technical functions such as tax payment processing, foreclosures, attachments, garnishments, payment plans and other.
- Directs the collection and maintenance of information to support periodic and special reports documenting department activities and events.
- Reviews data collected with Tax Assessor by appraisers for accuracy and to ensure that properties are appraised at fair market value.
- Reviews the auditing of business personal property exemptions.
- Reviews and submits accurate value projections and annual tax base projections; Reviews tax files, records, and reports for accuracy; analyzes real estate sales, markets and data.
- Oversees and ensures that complex revaluation cases are resolved.
- Oversees property appeals, refunds, releases and discoveries.
- Attends or conducts staff or executive meetings to exchange information or negotiate matters affecting the assigned departments; Confers with taxpayers, department heads, elected or appointed officials and others on tax matters and other department related matters.
- Attends and may schedule others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other duties as assigned to the position.

TAX ADMINISTRATOR

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of modern real and personal property appraisal standards, principles and practices. Comprehensive knowledge of current building and land values. Comprehensive knowledge of state laws pertaining to property appraisal and taxation. Comprehensive knowledge of computerized systems for property valuation. Comprehensive knowledge of state laws and county policies regarding taxes, titles, registrations and exemptions. Comprehensive knowledge of state laws relating to taxation and revenue collection. Thorough knowledge of governmental accounting and budgeting principles and practices. Ability to understand and develop budgets. Skill in conducting statistical research and preparing reports. Ability to supervise and direct the work of employees. Ability to solve problems effectively. Ability to communicate effectively, both orally and in writing, as well as delivering presentations in group settings. Ability to establish and maintain effective working relationships with County Manager, Board of County Commissioners, attorneys, surveyors, developers, appraisers, banks, other local government agencies and the general public.

EDUCATION AND EXPERIENCE:

Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts or any other field than engineering or the hard sciences.

Related degrees and experience to be considered are: Public Administration, Business Administration, Real Estate or Related field and extensive experience in real and personal property appraisal; Collection of taxes and revenue; land mapping, surveying or related area; supervision, budgeting; interaction with the public; **OR** an equivalent combination of education and experience. Requires over one year and up to and including two years of experience.

ADA COMPLIANCE

The County of Haywood is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

FAIR LABOR STANDARDS ACT (FLSA)

FLSA STATUS:

Exempt