



Salt Lake County Job Description

Assistant Division Administrator

DEPARTMENT: Treasurer's Office

JOB CODE: 049 **GRADE(S):** 17

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: Treasurer/Tax Admin/9700

FLSA STATUS: Exempt

EFFECTIVE DATE: 01/16/2017

JOB SUMMARY

In conjunction with the Division Director, guides the overall direction, growth, budget, and culture of the division. Manages Division programs, personnel, and initiatives. Leads the strategic planning process of programs to meet goals and objectives.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration, Accounting or other closely related field, plus six (6) years of related experience in a position of progressively more responsible experience including management, leadership, budgetary or project management, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required two (2) years of supervisory experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Bills and collects County taxes including but not limited to taxpayers, mortgage companies, delinquent taxes, liens, electronic billing, certifications, bankruptcies, splitting parcels.
- Administers receipting, processing, distributing, balancing and depositing of all public monies.
- Assures security of the vault, money safe, all doors, alarms and surveillance cameras.
- Administers statutory tax relief programs.
- Assists in preparing RFP, participates in writing and executing of contracts.
- Assists in the overall management of the Division by providing input in the areas of planning, staffing, program development, budgeting and total Division operation.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and offers consultative assistance.
- Supervises staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, performance appraisal, and discipline.
- Assists with planning and implementing long-range goals for the Division.

- Coaches and trains employees in order to foster cooperation, performance, productivity, and job satisfaction.
- Directs managers and staff to best utilize resources in accomplishing the Division's mission and goals.
- Conducts regular cash handling training and related financial policy training to countywide fiscal staff.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Generally accepted accounting principles
- Tax accounting principles and practices
- Governmental accounting theory
- Bankruptcy practice and procedure
- Banking systems and practices
- Utah Code Annotated (U.C.A.) 59-2, Property Tax Act
- Project management
- Staff development and personnel management
- Organizational development
- Budget preparation and management
- Short- and long-term strategic planning
- Project development
- Mentoring and coaching principles

Skills and Abilities to:

- Work with public to resolve concerns
- Work with computer software related to job-specific duties
- Resolve conflict tactfully and effectively
- Communicate effectively, both verbally and in writing
- Analyze and solve problems
- Supervise personnel effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently at a high level of responsibility
- Develop, interpret, and administer policies and procedures

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are generally performed in a typical office environment. May require travel to off-site locations and meetings throughout the County. Work with large amounts of cash and other funds.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017 TF