



## Salt Lake County Job Description

### Assistant Division Administrator

**DEPARTMENT:** Auditor's Office

**DIVISION:** Auditor Tax Administration/7601

**JOB CODE:** 760 **GRADE(S):** 18

**FLSA STATUS:** Exempt

**SALARY STRUCTURE:** GEN

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 11/1/2016

#### **JOB SUMMARY**

In conjunction with the Division Administrator, guides the overall direction, growth, budget, and culture of the County Auditor's Property Tax Division. Manages 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 Accounting, Business Administration, Economics, Finance, Public Administration, or other closely related field, plus four (4) years of related experience, two (2) years of which must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required 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.*

- Manages the Salt Lake County Auditor's financial duties related to property tax accounting, which includes setting tax rates and proposed revenues for all local government entities, preparing and reviewing financial statements and tax accounting records, calculating and approving final taxes and budgeted revenues for all entities, charging the County Treasurer with amounts to collect on behalf of all taxing entities, reconciling collections, auditing the County Treasurer's books and records, and conducting year-end financial settlement of over \$1 billion dollars in taxes billed and collected.
- Implements and reviews any changes to assessment records and/or tax roll corrections, and manages related processes, including Board of Equalization appeal processing, State Tax Commission appeals, and court orders.
- Reviews and analyzes complex financial instruments prepared by local governments and community reinvestment agencies (CRAs); reviews CRA budget documents and project plans; determines proper administration of tax increment financing at the County-level; directs County Treasurer to distribute funds to CRAs in excess of \$90 million annually.
- Performs duties related to debt issues.
- Manages last resort collection activities related to delinquent taxes including selling real property, preparing and filing judgments against taxpayers in the Third District Court, auditing the County Treasurer's delinquent tax records, and making title deficiency and erroneous property assessment determinations.

- Monitors compliance with Utah state law, State Tax Commission Standards of Practice, and County ordinances and policies.
- Serves as Deputy Auditor in the discharge of the Auditor's duties as outlined in Utah Code.
- 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 Administrator 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 developing, monitoring, and managing the Division's budget.
- 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.
- Supervises and directs managers and staff to best utilize resources in accomplishing the Division's mission and goals.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- General accounting principles and specifically property tax accounting
- Generally Accepted Accounting Principles (GAAP)
- Regression Analytical ability, Quantitative analysis
- State and local government organization and administration
- Property taxation revenue and community reinvestment theory, policies and practices
- Constitutional and statutory law, as well as State Tax Commission rules and county ordinances and policies governing ad valorem property tax administration
- The legislative process
- Talent management, supervision, work performance and appraisal, and training
- Fiscal management principles, including preparing, monitoring, and reporting budgets
- Principles of organizational planning and analysis
- Public relations practices and techniques
- Principles and techniques of project management

#### **Skills and Abilities to:**

- Resolve conflict tactfully and effectively
- Act independently at a high level of responsibility
- Manage multiple large projects simultaneously
- Communicate effectively both verbally and in writing

- Supervise subordinate personnel, including managers, supervisors, and other staff
- Develop and implement strategic plans, policies, and procedures
- Develop, administer, and control large budgets
- Read and interpret complex laws and regulations regarding Division services
- Establishes and maintains effective working relationships with internal and external stakeholders
- Prepare complex narrative and statistical reports, correspondence, and other documents
- Gather, evaluate, interpret, and share data, including budgets and financial statements
- Work with computer software related to job-specific duties

### **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.

### **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 11/01/2016 TF