

## CLASS SPECIFICATION

Yuba County

December 2006

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**CLASS TITLE:** Assistant Treasurer and Tax Collector

**FLSA STATUS:** Exempt

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**JOB SUMMARY:**

Plans, directs and performs a variety of complex professional activities in support of the County Tax Collector and Treasurer's Office; provide assistance in the day-to-day oversight of technical staff including assigning, directing, supervising and reviewing the work; completes professional accounting, investment, record keeping and public contact activities and performs related work as assigned.

**CLASS CHARACTERISTICS:**

This management class is responsible for the oversight of the treasury and investment functions and assists in the tax collector functions of the department. While the majority of the responsibilities are in one functional area, the incumbent provides back-up and is familiar with the policies and procedures in each area of responsibility. In addition, the incumbent acts on behalf of the Treasurer and Tax Collector in his/her absence including making presentations and representing the County in meetings with boards, districts, commissions, other agencies and county departments. This class is distinguished from the Treasurer and Tax Collector in that the later has overall statutory and management responsibility for the Treasury and Tax Collecting functions and staff.

**EXAMPLES OF DUTIES:**

**Essential:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of tax collection staff.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Maintains a current knowledge of laws and regulations related to the work; implements or improves work procedures and trains staff.
- Directs the day-to-day treasury function for the receipt of monies by the County; receives and verifies deposits from all County departments.
- Maintains accounting, financial and statistical records and posts data to ledgers; prepares periodic, special accounting or financial reports.
- Bills, collects, post and balances and reconciles bonds; distributes funds to bondholders.
- Calculates and estimates taxes, fees and assessments; sets up payment plans and processes redemptions.
- Review, analyze, interpret complex and technical financial and economic data, develop and execute and implement various financial plans and strategies.
- Manage and maintain various financial systems and monitor, assess and make recommendations regarding technological advancement opportunities for such systems.
- Negotiate, execute and manage major financial agreements, contracts and transactions with large corporate and other private sector financial institutions.
- Review, analyze, interpret, and process highly technical financial and legal documentation in preparation for issuance of public debt.
- Monitor departmental operations for fiscal liabilities and legal compliance with State and Federal rules, regulations and laws regarding departmental banking, investment and other financial activities.
- Oversees the preparation of the division budgets; assist in budget implementation; participate in the forecast of additional funds needed; administer the approved budget.

- Participate in a variety of committees, task forces and other work groups both internal and external, relating to a variety of public policy issues and represent the Treasurer and Tax Collector in various Brown Act regulated Committees.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes complex arithmetic or statistical calculations.
- Provides information to property owners, business persons and the public regarding taxes, other assessments and billings; explains complex laws, codes and regulations.
- Assists and directs citizens over the phone or at the counter, regarding taxes, receipts, bonds, amounts, fees, deposits due and validity of charges and delinquencies.
- Assume responsibility in the absence of the Treasurer and Tax Collector, as needed.

**Important:**

- May be required to drive a personal or County motor vehicle to attend meetings.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Principles and practices of tax collection and apportionment.
- Principles and practices of administrative analysis and research; policy development; organizational analysis and management.
- Principles of financial, investment and economic analysis; portfolio management; public finance and debt issuance.
- Accounting, financial record keeping, and bookkeeping practices, principles and procedures.
- Principles and practices of computerized data processing applications for accounting and financial reporting.
- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Budgeting procedures and techniques.
- Applicable laws, rules and regulations.
- Modern office procedures, methods and computer equipment.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

**Skill in:**

- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; explain and interpret policy.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and administer a budget.
- Planning, assigning, training, supervising, reviewing and evaluating the work of others.
- Assisting in the development and implementation of goals, objectives, policies and procedures.
- Performing the most complex and difficult financial work of the department.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Exercising sound, independent judgment within general procedural guidelines.
- Maintaining accurate records and files.
- Communicate clearly and concisely, both orally and in writing.
- Making accurate arithmetic and statistical calculations.
- Establishing and maintaining effective working relationships with County staff and the public, occasionally in stressful situations.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment and ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.

**Licensing and Certification:**

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Must pass a background investigation with fingerprint and credit check.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:**

Equivalent to graduation from a four year college or university with major course work in accounting, finance, economics, public or business administration or a field related to the work and five years of increasingly responsible professional accounting or auditing experience within the last ten years, which included responsibility in at least one of the following: investment of funds, investment analysis, the purchase/sale of securities, tax collection and/or financial support experience.

**Preferred:**

In addition to the above, possess an advanced degree as previously defined and up to five years of lead/supervisory/management experience.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**