



CLASS SPECIFICATION

Class Title: Tax Administration Manager
Department: Auditor-Tax Administration
FLSA: Exempt

Class Code: 3363
Grade: 26
Eff. Date: 02/28/2020
Revised: 11/15/2022

GENERAL PURPOSE

Under general guidance and direction from the elected Auditor or Chief Deputy Auditor provides supervision to Tax Administration personnel and performs various tax related duties, including property tax valuation/equalization appeals, property tax exemptions, abatements, deferrals, and adjustments, delinquent property tax sales, and tax rates.

EXAMPLE OF DUTIES

Supervises assigned personnel; hires new employees in compliance with the County's Merit System Ordinance and all applicable employment laws; provides training for new employees; assigns and monitors work; approves leave requests; evaluates performance and addresses performance issues in a timely manner; initiates disciplinary actions as necessary or as directed. Oversees and provides cross training to ensure the staff is productive and developed professionally; sets goals for growth.

Evaluates and improves operations and processes in the office. Develops policies and procedures. Provides solutions to issues that arise.

Manages and directs operations of the Board of Equalization, including the appeal and hearing processes. Reviews and evaluates property tax appeals for timeliness and sufficient evidence and makes recommendations to the Board of Equalization regarding such issues.

Reviews and evaluates applications and supporting evidence for property tax exemptions, abatements, deferrals, and adjustments and makes recommendations to the Board of Equalization regarding applications. Prepares written notices and written correspondence addressed to taxpayers and applicants for tax relief.

Oversees and manages the Hearing Officers and hearings held on a county level. Participates in the solicitation and hiring of hearing officers and ensures the hearing officers receive the required training from the Utah State Tax Commission.

Receives notices of appeal from persons dissatisfied with decisions made by the Board of Equalization and files the appropriate documentation with the Utah State Tax Commission. Confers regularly with the Attorney's Office, Civil Division, on the above matters.

Manages vendor for Valuations Notices. Collaborates with vendor and State Tax Commission to update and keep formats current as per Utah State Code. Maintains tax rates in county system. Proofs and verifies data on annual valuation notices.



CLASS SPECIFICATION

Communicates with program applicants and provides courteous and professional customer service. Develops public outreach programs, addresses accessibility issues, and revises forms, letters, and processes for ease of understanding and statutory compliance.

Monitors and reviews Utah State Code and Standards of Practice to uphold laws and changes. Updates office policies and procedures to reflect changes, including training of staff to understand and practice said changes.

Oversees the annual delinquent property tax sale. Ensures notifications and processes are compliant with state statute. Communicates with delinquent tax payers to assist with the redemption process.

Manages the annual certified tax rate process. Coordinates with the State Tax Commission, maintains data, prepares and distributes reports within the State Certified Tax Rate System. Assists local entities to set tax rates and to go through the Truth in Taxation process.

Processes tax payer liens. Works with qualifying entities, ensuring data is processed correctly and information is received and entered in a timely manner.

Reconciles Community Reinvestment Areas; verifies parcel/business and valuation data; reviews interlocal agreements and coordinates new projects with the Utah State Tax Commission and other Davis County departments. Maintains data for CRA reports. Provides annual reports to local entities and State Tax Commission.

Collects and organizes initial data for Top Ten Taxpayers throughout the county to provide accurate information on entities' financial condition and performance.

Recommends, develops, and implements policies and procedures; interprets and enforces County policies and procedures; ensures Tax Administration personnel are operating under the most current state and local statutes and standard operating procedures.

Communicates verbally and in written form with the Davis County Commission. May communicate with other elected officials, their staff, and other government entities.

Coordinates with the Information Systems department regarding the development and implementation of the County-wide Tax program; ensures that the program is compliant with current statutory requirements; and provides recommendations for program improvements.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in

accounting, finance, business administration, public administration, statistics, economics, or a closely related field, plus six (6) years of closely related full-time experience, one (1) year of which must include supervisory experience. An equivalent combination of education and experience may be considered.

Preference for state or local government experience.

2. Other Requirements:

Must pass a criminal history background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: State tax laws, rules, and regulations; real property appraisal principles, practices, and methods; principles and practices of effective supervision; statistical analysis and reporting; accounting concepts.

Skill in: composing documents; operating all applicable computer hardware and software including Microsoft Excel and Word.

Ability to: exercise reasonable independent judgment and make sound decisions; supervise and evaluate the work of others; interpret, explain and comply with applicable laws and County policies and procedures; efficiently analyze and solve complex problems; make decisions and work effectively under pressure; coordinate multiple tasks efficiently; maintain confidentiality; compose correspondence, reports and other documents using proper grammar, punctuation and spelling; perform complex mathematical computations; follow written and oral instructions; communicate effectively; establish and maintain effective working relationships with supervisors, employees, other departments, other agencies, and the general public.

WORKING CONDITIONS

Work for sustained periods of time maintaining concentrated attention to detail. Lift, carry, push, pull, or otherwise move objects weighing up to 30 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**