



Status: Exempt
Title: Chief Deputy Tax Collector

Department: Administration
Reports to: Tax Collector

Position Summary:

Perform functions to assist the Tax Collector in the planning, directing and supervising the coordination of all department activities, staff and special projects. This senior level position reports to the Tax Collector and/or acts on his behalf.

Essential Functions:

- Provide exceptional leadership and effective management in all areas of the Tax Collector's daily operations, personnel, project completions, information technology and policies and ensure functions are in full compliance as mandated by the Florida state statutes and constitution, Department of Revenue rules and the regulations, legislative action and local ordinances and office policy and procedures.
- Oversee all department activities to ensure timely, consistent and efficient operations of all Tax Collector offices.
- Develops, monitors and reports on operating costs within functional areas. Alerts Tax Collector of cost and labor pertaining to situations that may arise, makes recommendations and implements solutions to problems related to same.
- Act on behalf of the Tax Collector in his absence on a broad variety of duties and prepares and responds to correspondence as required. May act as an alternate signatory for the Tax Collector.
- Serve as a member of the Senior Leadership Team and participates in the development and administration of the organization's strategic plan, policies and procedures and special projects. Ensures all policies and procedures are adhered to at all levels.
- Formulates and recommends policies and procedures that guide the organization in maintaining and improving its efficiency and services provided by the Tax Collector's office.
- Establish financial policy in keeping with statutory requirements and internal policy and reviews and approves all fiscal expenditures and purchasing for all departments and special projects.



Status: Exempt
Title: Chief Deputy Tax Collector

Department: Administration
Reports to: Tax Collector

Essential Functions Cont.:

- Oversee the financial operations including the annual budget, closing processes, coordination of annual external financial audit and other required financial reports to ensure fiscal accountability standards as required by Florida statutes and the Florida Constitution.
- Lead, develop and evaluate direct report staff and oversee the annual evaluation process for all staff.
- Responsible for achieving optimal performance of staff to ensure quality customer service is met while maintaining maximum operational efficiency and consistency.
- Coordinate with Department Directors and Branch Managers to ensure deadlines are met and daily operations are completed timely and cost effectively.
- Problem solves, mediates disputes and deals with issues that arise daily to prevent the escalation of issues.
- Serves as a designee and/or liaison for the Tax Collector to various governmental bodies, professional organizations and the public as directed.
- Collaborate with State and Local Government and Business agencies.

Other Duties:

- Assist the Tax Collector's Office in any necessary duties to achieve departmental goals, work flow and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Performs other related duties as assigned.



Status: Exempt
Title: Chief Deputy Tax Collector

Department: Administration
Reports to: Tax Collector

Competency:

- Demonstrated excellent leadership and interpersonal skills and ability to build and maintain strong working relationships.
- Demonstrated effective supervision and administration of staff to ensure performance optimization and quality customer service is met while maximizing operationally efficiency.
- Demonstrated excellent decision-making skills and ability to analyze complex situations to make sound judgements weighing the financial, operational and customer implications.
- Demonstrate excellent positive listening, oral, and written communication skills to consistently represent the Tax Collector's Office to all constituents in a manner that meets or exceeds defined standards.
- Excellent organization and project management skills including the ability to organize, assign and meet high quality work goals timely and efficiently.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.
- Ability to plan and manage short and long-range projects and goals.
- Proven knowledge of public administration principles and practices and related regulations, financial constraints, and operations.
- Ability to collaborate, influence others and build consensus and commitment toward a recommended direction while managing multiple internal and external customers.
- Ability to meet attendance and dependability standards.
- Ability to read, comprehend, speak and write in the English language.
- Knowledge of the Florida Statutes and ordinances relating to financial and budget responsibilities.
- Excellent Microsoft Office Suite skills and have the ability to access, input and retrieve information using various programs and applications.



Status: Exempt
Title: Chief Deputy Tax Collector

Department: Administration
Reports to: Tax Collector

Education/Experience Requirements:

- Bachelor's degree in a business-related field or equivalent work experience. Master's degree in related field preferred.
- Minimum of ten years of experience in leadership with exposure to other administrative functions with leadership and management experience.
- Valid Class "E" driver's license.
- Certified Florida Collector Assistance desired.
- Prior Tax Collector experience desired.