

MSTU / ASSESSMENT PROGRAM DIRECTOR

MAJOR FUNCTION

This is a professional position requiring technical and administrative duties. It involves management, administration and implementation of all non-ad valorem assessments within the County, to include but not limited to assessment programs, municipal service taxing units (MSTU's) and municipal service benefit units (MSBU's). Work includes research, development and recommendations presentations to the County Commission for approval and acceptance.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Manages and directs staff members on a daily basis to support the functions of the department, and indirectly supervises the staff members of various municipal service taxing and benefit units.
- Manages all expenditures, purchases, and payroll for twenty-two municipal service taxing units, directly or through subordinate staff.
- Attends MSTU meetings, providing advisement, direction, analyses, and problem resolution as needed.
- Develops recommendations and makes presentations to the Board of County Commissioners for approval and acceptance regarding MSTU, MSBU and road assessment items.
- Manages and implements road assessments and MSTUs/MSBUs administered by the department. Responds to requests by other counties for road assessment and taxing unit information.
- Works closely with Clerk, Administration, Legal, Tax Collector, Property Appraiser, financial consultant, consulting engineers, testing companies, bond counsel, and the public regarding road assessments and taxing units in accordance with statutes, ordinances, policies, and resolutions.
- Works closely with advisory boards regarding preparation of all annual budgets for taxing units within the County that are under the department's management.
- Oversees the management of all non-ad valorem assessments for changes in ownership, property splits/sales, and application of non-ad valorem assessments to developed properties.
- Manages preparation of specifications for bidding of projects by the department and subsequent project management.
- Management of department responsible for preparation and certification of all assessment rolls, including road and non-ad-valorem assessments.
- Authorizes assignment of purchase orders for design engineering work for design firms assigned to the department.
- Administers the request for quote (RFQ) process as required for services such as engineering

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design and road assessment areas.

- Performs personnel management actions for staff under charge; manages work of staff members outside the department where applicable to department responsibilities.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing employees with on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelor Degree from a four-year college or university in Business or Public Administration; with five years progressively knowledgeable and managerial experience in the field of property assessment, preferably in a tax collector's office or similar public agency of a moderate to large scale region; or an equivalent combination of education and experience.

Licenses

Possession of a valid Florida Divers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.

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- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, and programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, advanced budgetary, accounting systems, or complex scientific or technical systems.

Specialized Skills and Abilities

- Knowledge of applicable aspects of civil engineering and specifications for road projects.
- Skilled in accounting, budget development and preparation, and budget administration.
- Knowledge of assessment programs, MSTU and MSBU procedures, and related codes and regulatory standards applicable to the region.
- Strong organizational skills; ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to communicate tactfully and effectively with financial advisors, elected officials, County employees, and members of the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, and to use hands

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to finger, handle, or feel; will frequently be required to talk or hear; and will occasionally be required to stand, walk, and lift up to twenty-five pounds. Vision requirement for this job is close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is moderate.

Established: 10/99	Category: 1
Pay Grade: 24	Status: E
Job Description Number: 1053	Revised: 6/2003