

POSITION TITLE: **TAX COMMISSIONER**

DEPARTMENT: **FINANCE**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Finance

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Tax Specialist

DIRECT: 2

INDIRECT: 0

POSITION FUNCTION

Directs operation of the City's Tax Collection program; creates and revises tax compliance systems; pursues delinquent taxpayers; represents the City in court for tax-related matters.

JOB RESPONSIBILITIES

Reviews tax returns

Prepares and files civil and criminal complaints

Appears in court, representing the City

Communicates with the public, taxpayers, accountants and tax attorneys

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Routine office physical demands -- sitting, talking/hearing and using hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of applicable tax codes.</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive.</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to encourage the creativity of subordinates</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p>	<p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to take charge and initiate actions</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Routine for this type of position. Less than 1/3 of incumbent's time is spent in contact with the general public; occasional night and/or weekend meetings.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college degree; five to seven year's experience; CPA certification; must maintain a valid Ohio Driver's License; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.