

Classification Title: Revenue Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the activities of the Revenue Department, identifying all taxable and non-taxable real and personal property, valuing assets and preparing and collecting tax revenues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Identifies all taxable and non-taxable real and personal property, valuing assets and preparing and collecting tax revenues. Directs the preparation of all tax bills. Manages computer modeling programs.
2	S	Develops information for public dissemination on tax law changes and collection methods.
3	S	Develops and maintains taxing and collection records and responds to inquiries from the public. Facilitates staff training on tax issues and general customer questions to ensure quality service.
4	S	Researches automated systems and recommends updates or modifications to ensure high collection rates.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Accounting, Business Administration, Finance or related field.
Experience	Eight years experience in appraisal, collections, finance or tax assessment administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	NC Department of Revenue Certified Assessor within two years of employment, Driver’s license and “safe” driving record.
Reading	Advanced
Math	Advanced
Writing	Advanced

CLASSIFICATION REQUIREMENTS	
Managerial	Receives Broad Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.