

FAIRFAX COUNTY GOVERNMENT

Job Announcement

Assistant Director Personal Property, State Income and License

Salary - \$80,764.32 - \$134,606.99 Annually

Location - FAIRFAX (EJ32), VA

Job Type - FT Salary W BN

Department - Tax Administration

Job Number - 20-01003

Closing - 6/19/2020 11:59 PM Eastern

Pay Grade - S31

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/2787385/assistant-director-personal-property-state-income-and-license>

Job Announcement

The Personal Property & Business License Division of the Department of Tax Administration (DTA) is seeking an exceptional individual to fill the role of Assistant Director. Under the general supervision of the Division Director, the Assistant Director is involved in a variety of duties relating to management of the activities of the Business Discovery/Compliance, Business Processing/Information, and the Audit sections including:

- Provides oversight to critical processes to ensure compliance with county policies and procedures, along with applicable laws and regulations;
- Formulates office policies and standard operating procedures and monitors implementation;
- Trains and instructs staff on tax statutes, ordinances and related directives;
- Coordinates with other county agencies to assure consistency in policies regarding the assessment and collection of business taxes;
- Assumes overall supervision of the division in the absence of the director;
- Provides technical guidance and assistance to division staff, general public and business representatives on tax matters;
- Assists with the preparation of annual performance measures;
- Guides decisions by establishing, monitoring, and enforcing policies and procedures;
- Ensures compliance with federal, state, and local requirements by researching existing and new legislation.
- Advises management of actions and potential risks;
- Hires, trains, develops, and appraises staff effectively;

- Takes corrective action as necessary on a timely basis and in accordance with County policy;
- Consults with Human Resources as appropriate;
- Prepares written instructions, analysis, internal policies and procedures, memos and reports as needed;
- Provides a resource for research and technical assistance as needed;
- Makes recommendations based on best practices or peer county experiences;
- Evaluate processes and procedures and make recommendations to Division Director for improvements in efficiency or other areas;
- Works with senior management in other divisions within DTA, other departments and all levels of staff as needed to accomplish goals and objectives;
- Prepares and effectively delivers presentations relaying business tax assessment information to various audiences.

Employment Standards

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in taxation, finance, accounting, or public or business administration with major work in accounting, assessment or taxation, plus four years of progressively responsible managerial experience in the fields of property assessment and taxation, and three years of supervisory experience. A Master's degree may be substituted for one year of experience.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and a credit check to the satisfaction of the employer.

PREFERRED QUALIFICATIONS:

- Experienced in leading and/or managing a large organization.
- Proven success in building and fostering business relationships.
- Experienced in facilitating resolution of complex technical issues amongst external and internal stakeholders.
- Experienced in contributing to strategic planning, business process improvement efforts and implementation, and change management.
- Solid understanding of the business tax assessment process.
- Ability to negotiate, problem solve, and deliver creative solutions.
- Prior experience working in or with local government.
- Excellent verbal and written communication necessary.

PHYSICAL REQUIREMENTS:

Duties are generally sedentary. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include exercise.

It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.