

# Fairfax County Government

## Assistant Division Director, Tax Administration

**Salary** - \$105,746.58 - \$190,343.92 Annually

**Location** - FX. CTY. GOVERNMENT CENTER, 12000 GOVERNMENT CENTER PKWY., FAIRFAX (EJ32), VA

**Job Type** - FT Salary W BN

**Job Number** - 26-00851

**Department** - Tax Administration

**Opening Date** - 05/30/2026

**Closing Date** - 6/12/2026 11:59 PM Eastern

**Pay Grade** - M02

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5354569/assistant-division-director-tax-administration?keywords=assistant%20division&pagetype=jobOpportunitiesJobs>

### Job Announcement

Join the executive leadership team of the Real Estate Division and support the Deputy Director (Real Estate) in the planning, directing, and coordination of the overall activities and the Records Management Branch (RMB) of the division.

Participates with the Deputy Director (Real Estate) in the planning and development of the annual appraisal operation for the division. Assists in the execution and control of the annual plan for reassessment, with particular emphasis on strategic planning, streamlining operations, and coordinating operations across multiple operational areas. Assists in setting division goals, objectives, and performance standards. Prepares revenue forecasts for both residential and non-residential property to be used as input for the county's annual budget process.

Responsible for Board of Equalization support and timely responses to FOIA requests. Utilizes up-to-date statistical techniques, GIS systems and computer programs to analyze real estate data and determine the accuracy of assessment information. Monitors and evaluates internal controls, identifying any deficiencies or weaknesses, and implements new controls and procedures. Ensures adherence to state law and county code requirements. Monitors customer service and implements modifications as needed to improve service to citizens.

Oversees division administrative matters related to legislative analysis of bills and legislative proposals, Human Resources (e.g., hiring, career development, training, etc.) Oversees and coordinates the in-

house training programs, seminars, and conferences. Responsibilities include maintaining records, preparing reports, and compiling data for management, and performing high-level agency wide technology initiatives, coordination and execution as assigned.

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

### **Required Knowledge Skills and Abilities**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all- inclusive list.)*

Extensive knowledge of public administration principles; management methods and practices to include government budgeting, human resources, contracts administration and business operations;

Extensive knowledge of the laws and procedures of local and state tax administration Considerable knowledge of real estate, personal property, and Business, Professional and Occupational License (BPOL) assessment techniques;

Knowledge of and ability to perform statistical and quantitative analyses;

Knowledge of accounting techniques, principles and practices; Knowledge of organization management and personnel administration;

Ability to plan, organize, train, coordinate and direct the work of professional, technical, and administrative personnel;

Ability to work in a fast-paced environment without sacrificing excellent service quality Ability to direct and coordinate the activities of a division with diverse functions and programs;

and Ability to establish and maintain effective relationships with supervisors, contemporaries, subordinates, and other government personnel and the public.

### **Employment Standards**

#### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#) *(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")*

Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or a related field with coursework in accounting and quantitative analysis. Four years of increasingly responsible professional financial or local/state tax administration experience, including three years of experience supervising professional and support staff.

#### **CERTIFICATES AND LICENSES REQUIRED:**

Valid driver's license.

**NECESSARY SPECIAL REQUIREMENTS:**

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

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

**PREFERRED QUALIFICATIONS:**

- Experience working in a local, and/or municipal government environment.
- Experience with personnel management in a public service environment.
- Experience leading and/or managing a large organization.
- Experience leading, managing, and monitoring major programs and initiatives for assessment, collection, and enforcement of Virginia and local tax laws.
- Experience interpreting complex tax issues and providing advice and assistance to taxpayers.
- Experience facilitating resolution of complex technical issues amongst external and internal stakeholders.
- Experienced in contributing to strategic planning, business process improvement efforts, implementation, and change management.
- Experience conducting complex analysis of operations.
- Experience preparing and editing staff reports and correspondence/documents for public distribution.
- Experience presenting complex issues to large and small groups.
- Ability to negotiate, problem solve and deliver creative solutions.
- Intermediate proficiency in Microsoft Office Word and Excel.
- Proven track record providing excellent customer service.
- Excellent verbal and written communication skills.

**PHYSICAL REQUIREMENTS:**

Job is generally sedentary. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include exercise.

Fairfax County is home to a highly diverse population, with a significant number of residents speaking languages other than English at home (including [Spanish](#), [Asian/Pacific Islander](#), [Indo-European](#), and [many others](#).) We encourage candidates who are bilingual in English and another language to apply for this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status 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. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.