USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tax Collector**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Tax Collector** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of professional, technical [, supervisory] and administrative work related to operation of the Office of the Tax Collector. Responsible for the recording and collecting of local property taxes and administering all duties imposed upon the Office by local and State law.

**Supervision Received:**

N/A [or put applicable position]

**Supervision Given**:

Supervises the following departments/divisions:

[“Supervises Assistant Tax Collector and other employees performing tax collection functions”, if applicable]

**Examples of Essential Functions:**

# Plans, supervises and evaluates activities and operations of Office of Tax Collector.

# Exercises all authority provided to Tax Collector by State and local law.

1. Develops policies and procedures for the operation of the Office of Tax Collector as necessary to ensure efficient operation of tax collection activities.
2. Complies with all relevant [City/Town] ordinances and State laws pertaining to the Office of the Tax Collector.
3. Plans and coordinates all tax collection functions, including tax sales and foreclosures.
4. Directs and participates in processing of tax bills and tracking of collections; creates and distributes tax collection reports to appropriate government officials and entities.
5. Provides public records and information to citizens, the media and other agencies as requested or required by law.
6. Reviews, researches and responds to tax related correspondence and taxpayer complaints and concerns.
7. Reviews notices of bankruptcy.
8. Utilizes various techniques and procedures to locate individuals by working with local and State departments, outside agencies and other sources.
9. Determines and monitors repayment methods; confers with legal counsel regarding collection efforts including the levying and assignment of tax liens, asset seizures and tax sales.
10. Prepares and obtains appropriate approvals of tax refunds.
11. Develops and maintains systems, records and documents that provide for the proper evaluation, control and documentation of tax collection efforts.
12. Reviews and recommends changes to [Town/City] ordinances, policies, procedures and information technology systems as necessary to support tax collection efforts; works with tax software vendors as necessary.
13. Prepares and presents a proposed annual budget for the Office of Tax Collector; directs the implementation of the adopted budget.
14. [if supervisory- “Directs and supervises the selection, training, assignment, evaluation and discipline of Assistant Tax Collectors and other employees performing tax collection functions; administers personnel rules and regulations and collective bargaining agreements for subordinate employees.”]
15. Prepares, submits and presents narrative and statistical reports as required by local or State law or requested by [insert chief administrative/executive officer/finance authority, as appropriate]; attends meetings of [insert appropriate committees, commissions and legislative body].
16. Attends seminars and conferences, and participates in professional activities to remain current on developments in relevant fields.
17. Develops and maintains positive working relationships with local officials, employees, vendors, taxpayers, the media and the general public.
18. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.
2.

**Minimum Qualifications:**

[if elected: “As this is an elected position without required qualifications, the following qualifications are helpful in being prepared to perform the duties of the job:”]

[if appointed: “The following qualifications are preferred [required]:”]

**Education & Experience:**

1. Graduation from an accredited college or university with a [Associate’s/Bachelor’s] degree in Business Administration or a related field.
2. \_\_ years of progressively responsible experience in tax collection [, including a minimum of \_\_ years supervisory experience].
3. Certified Connecticut Municipal Collection designation or ability to attain within 4 years.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Considerable knowledge of State and local laws and regulations governing municipal tax collection.
2. Considerable knowledge of economic and accounting principles and practices.
3. Considerable knowledge of the principles and practices of public administration.
4. Skill in financial and human capital management.
5. Skill in the use of computers, including [insert software].
6. Ability to plan, direct and evaluate work of departmental programs.
7. Ability to read and understand State and local laws and regulations governing municipal tax collection.
8. Ability to prepare and maintain accurate records.
9. Ability to maintain positive working relationships with local officials, employees, vendors, taxpayers, the media and the general public.
10. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from public officials, taxpayers, the media, vendors and the general public.
11. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to X pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.