



COUNTY OF MONTEREY
invites applications for the position of:

Chief Deputy Treasurer- Tax Collector

An Equal Opportunity Employer & a Drug-Free Workplace

SALARY: \$9,060.00 - \$12,367.00 Monthly

OPENING DATE: 12/12/22

CLOSING DATE: 02/03/23 11:59 PM

POSITION DESCRIPTION:



REVISED FINAL FILING DATE: February 3, 2023
Exam #: 22/14C47/12JJ

County of Monterey is an extraordinary place to work and live, having one of the most beautiful coastlines in the world, along with vast agricultural industries that preserve a rural look and feel throughout the County. Our mild climate is considered ideal, while our school districts and medical facilities are on par with the best in the state.

The County of Monterey **Treasurer-Tax Collector** is an elected officer of the County. Operating under statutes of the State of California, the Treasurer-Tax Collector performs a variety of functions which collectively contribute to the financial management network of the County, the County's school districts, and many of the County's special districts. The primary responsibilities of the Treasurer-Tax Collector include the billing, collection, reporting and accounting for all real and personal property taxes levied in the County, transient occupancy and cannabis business taxes levied in unincorporated county areas, and business license monitoring and collection; banking and investment of county, school and special district funds; and collection enforcement for Superior Court fines. The department of the Treasurer-Tax Collector consists of three divisions: Tax Collection, Treasury, and Revenue.

The **Chief Deputy Treasurer-Tax Collector (CDTTC)** is a division head management position reporting to the Assistant Treasurer-Tax Collector. Positions in this class are responsible for the planning, organizing, coordinating, evaluating and implementation of new processes and directing the Division's work activities. **The Treasurer-Tax Collector is currently seeking to fill two vacant CDTTC positions: one in the Tax Division and one in the Revenue Division.**

Tax Division: Formulates division policies and procedures; establishes and maintains operational processes, standards, and performance measures and devises new and improved automated systems. Develops and maintains investigation and collection procedures consistent with state and federal laws, departmental policy and ensures the correct application of policies and procedures; Directs the billing, collection, reporting, and accounting of secured, unsecured, and delinquent property taxes, cannabis business taxes, and Transient Occupancy Tax (TOT), and issuance of County Business Licenses and evaluates the work of the division; Directs the seizure and sale at public auction, by agreement, negotiation, purchase, or sealed bid of personal property and tax defaulted real property; Maintains knowledge and interprets the Revenue and Taxation, Government, Business and Professions, Streets and Highways, Civil and Probate Codes, other State Laws, executive orders and county ordinances and analyzes county counsel and attorney

general opinions and court decisions as they affect the work of the division. Serves as a key resource to confer with and advise County and elected officials and the general public on matters pertaining to tax collection issues; Maintains awareness of best practices, and significant developments in property tax collections, delinquent collections and accounting, and updates policies and procedures accordingly; Maintains current knowledge of and monitors new or revised legislation for property tax laws and regulations and advises and reports on program changes and future implementation requirements for compliance; formulates legislative proposals for inclusion in annual legislative platform; Addresses the most complex tax issues, investigates and resolves complaints related to divisional activities; analyzes taxpayer and Assessor office records, works closely with the Assessor, Auditor, Clerk of the Board, Cannabis Program and all other departments and agencies that submit charges to be collected; serves as a resource and subject matter expert to those departments and agencies regarding the activities of the division.

Revenue Division: Oversees management and operations of divisional functions, including overall departmental cashing and customer service, departmental information technology and a centralized collections program that provides professional collection services for criminal and traffic related fines and fees, victim restitution, and other county debt obligations through a Memorandum of Understanding (MOU) with the Superior Court of California; Establishes collection priorities and sets standards for review of delinquent accounts. Develops and administers collection contracts with state agencies and tertiary collection vendors; Develops and maintains investigation and collection procedures consistent with federal and state laws and the Fair Debt Collections Practices Act; Assures that the Comprehensive Collection Program (CCP) adheres to State Judicial Counsel mandates, standards and best practices as codified in the MOU; develops and audits accuracy of state mandated reporting and other requirements associated with the CCP. Maintains positive relationships with the local Court and State Judicial Counsel Revenue Division; Trains, develops and supervises the cashing and customer service team that has direct public contact for all divisions of the department; Evaluates the efficiency and effectiveness of cashing services and programs.

These positions exercise considerable discretion and independent judgment in the prioritization and coordination of division-related mandates, goals and objectives and in working with managers, other agencies, departments, and staff to coordinate and enhance services.

EXAMPLES OF DUTIES:

1. Manages the operations and activities of a major organizational division (Treasury, Revenue, and Tax) of the Treasurer-Tax Collector's Office by planning, organizing, coordinating, evaluating, and implementing new processes and directing the Division's work activities.
2. Establishes priorities and schedules to assure legal requirements and deadlines are met timely and as required by law.
3. Builds and maintains partnerships with a variety of internal and external stakeholders. Coordinates divisional activities with other divisions and departments; develops and maintains working relationships with service representatives; communicates with other departments, governmental agencies, and outside organizations to exchange information, resolve issues and concerns.
4. Advises executive and subordinate managers via oral and written communication about divisional and departmental issues (e.g., policy and procedures, customer service, budget preparation, workflow issues, human resources, contracts, information technology).
5. Reviews, interprets, and implements existing and new legislation, regulations, and laws; research special financial, accounting, and budgetary issues and concerns; conducts highly complex studies; prepares, directs, and reviews a variety of complex financial, operational, management and statistical reports; implements and directs new functions or requirements.
6. Conducts special projects such as cost-benefit analyses and alternate financial models, resulting in comprehensive reports and recommendations.
7. Selects, supervises, trains, and evaluates the performance of subordinate management, professional, technical, and clerical staff.
8. Represents the Treasurer-Tax Collector's Office, Department Head or Assistant Department Head at various internal and external meetings, functions, or events by actively listening, responding to concerns, sharing information, and making presentations to be responsive to stakeholders.

To view the complete classification description, please visit the County of Monterey website: [County of Monterey Classification Specifications](#).

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING:

THE SUCCESSFUL CANDIDATE

Will have a proven track record demonstrating the following knowledge, skills, and abilities:

Thorough knowledge of:

1. Federal, State and Local Laws, codes, regulations, and policies governing divisional activities and assigned functions.
2. Social, political, and economic issues influencing program administration and divisional activities.
3. Principles and practices of organizational development, project management, work planning, staffing analysis, and records management.
4. Management principles and practices, including supervision, selection, training, and performance management.
5. Principles of effective oral and written communication and presentations.
6. Principles and practices of property tax and debt collection, public finance and budget administration, accounting, cash management, fiscal control, and analyses.
7. Principles of research, analyses, and report preparation.
8. Public relations and customer service skills.

Working knowledge of:

1. Basic computer and modern office technology, including software applicable to the Division's activities and functions.

Skill and Ability to:

1. Plan, organize, coordinate, and direct divisional activities and programs.
2. Exhibit strong organizational and administrative capabilities.
3. Formulate and execute short and long-range strategic plans and process improvements.
4. Analyze complex regulatory and administrative problems, evaluate alternatives, and adopt effective course of action; understand, interpret, and apply legal codes, regulations, and rules.
5. Prepare and give presentations on complex topics as well as financial and statistical reports.
6. Present ideas and complex material clearly, concisely, logically, and persuasively both orally and in writing.
7. Select, motivate, and evaluate staff and provide for their training and professional development.
8. Establish and maintain effective working relationships with the Department Head, public, staff, and other departments and agencies.
9. Display a high degree of integrity, loyalty, accountability, and professionalism.
10. Deal tactfully and courteously with the public under stressful conditions.

Examples of Experience/Education/Training:

Any combination of training, education, and/or experience which provides for the knowledge, skills, and abilities required to perform the duties listed above is qualifying. An example of a way these requirements might be acquired is:

Education

Completion of a bachelor's degree in finance, accounting, economics, business administration, public administration, or a closely related field with coursework in accounting, finance, and business administration.

AND

Experience

Five (5) years of progressively responsible experience managing an investment portfolio, banking and/or financial services-based program, and/or program and policy development and implementation, professional experience in billing and collections, customer services programs,

tax assessment, preparing economic analyses and statistical reports that includes two (2) years of experience as a supervisor of staff.

ADDITIONAL INFORMATION:

CONDITIONS OF EMPLOYMENT

The required conditions of employment include, but are not limited to the following:

- Possess and maintain a valid California Class C driver's license or the ability to provide suitable transportation that is approved by the appointing authority.
- Be available to work a flexible schedule, including evenings, weekends, holidays, and during times of disaster and/or emergency; travel out of County to attend meetings.
- Successfully complete a background check to include a credit check, fingerprint check, and a review of driving record.

BENEFITS:

County of Monterey offers an excellent benefits package. Please visit our website to view the "[Management Unit "X" Benefit Summary Sheet](#)". This information is not legally binding, nor does it serve as a contract. The benefits listed in the County of Monterey Personnel Policies and Practices Resolution prevail over this listing.

COVID-19:

On July 30, 2021 the County of Monterey Board of Supervisors took action to mandate COVID-19 vaccination for all employees to include new hires. The vaccination requirement is in accordance with Section 25 of the County of Monterey Emergency Response Manual and COVID-19 Prevention Program [Link](#). Applicants who accept employment with the County of Monterey, will be required to be fully vaccinated. However, individuals may request medical or religious exemptions and will be required to complete the appropriate request and certification forms for review and approval no later than their start date. [Medical /Religion](#).

NOTES:

As a condition of employment, prospective employees may be required to submit to a background review which may include a review of information concerning present and/or prior employment, driving record, and record of any criminal convictions. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S.; a list of acceptable documents is available on the USCIS Form I-9. If you are hired into this classification in a temporary position, your rate of pay will be hourly, and you will not be eligible for the benefits listed in the summary.

Application and Selection Procedures

Apply On-Line at <https://www.governmentjobs.com/careers/montereycounty>,
by **REVISED** Friday, February 3, 2023, 11:59 PM (PST)

or

Hard copy applications may be obtained from and submitted during normal business hours,
Monday – Friday, 8:00 AM - 5:00 PM by contacting:

Treasurer-Tax Collector
Attn: Human Resources
168 West Alisal Street, 1st Floor
Salinas, CA 93901

Phone: 831-759-6602 Fax: 831-759-6628

The selection process is tentative, and applicants will be notified if changes are made. To assess applicants' possession of required qualifications, the examination process may include an oral examination, pre-examination exercises, performance examination, and/or written examination.

The competitive examination process includes submittal of required application materials. A complete application package will include:

- **A completed County of Monterey Employment Application**
- **Responses to the Supplemental Questions**

Applicants who fail to provide all required materials by the Final Filing Date will not be considered. Resumes, cover letters, letters of interest and other correspondence will not be accepted as a substitute for required application materials. All required application materials will be competitively evaluated. Those applicants that are determined to be the most appropriately qualified will be invited to participate further in the selection process.

EQUAL OPPORTUNITY

County of Monterey is a drug-free workplace and an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. County of Monterey is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Julie James, Senior Personnel Analyst, at (831) 759-6602, or jamesjp@co.monterey.ca.us.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #22/14C47/12JJ
CHIEF DEPUTY TREASURER-TAX COLLECTOR
JJ

moorek@co.monterey.ca.us

Chief Deputy Treasurer-Tax Collector Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Note: All application materials submitted will be reviewed along with your supplemental questions and County of Monterey application.
 - I have read and understand these instructions.
- * 2. Please indicate which division you are interested in (not used in determining minimum qualifications):
 - Revenue Division
 - Tax Division
 - Both
- * 3. Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to perform management activities, including goal setting, budget management, strategic planning, and the formulation and implementation of departmental policy.
- * 4. Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to oversee personnel management, including selection, staff development, training, coaching and disciplinary actions.
- * 5. Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to interact with customers, vendors, contractors, staff and executive management to identify and resolve customer needs and complaints regarding division policies, practices, personnel, and/or systems.

- * 6. Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to represent your organization to groups and/or governing boards and committees.

- 7. REVENUE POSITION: Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability that demonstrates your understanding of a comprehensive debt collection program.

- 8. TAX COLLECTION POSITION: Please describe your experience, education and/or training that demonstrates your knowledge, skill and ability to oversee/direct the activities of a County Tax Collector.

* Required Question