

**MORGAN COUNTY, ALABAMA
CLASSIFICATION SPECIFICATION**

Classification Title: Director of Sales Tax and License Enforcement

**PURPOSE OF
CLASSIFICATION**

The purpose of this classification is to oversee and manage collection of County Sales Tax and enforcement of County licensing regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares long and short term goals and objectives for the department; performs periodic goal assessments.

Manages sales tax collection activities and operations; develops and implements office policies and procedures; prepares departmental budget; monitors departmental expenditures; processes and approves documentation pertaining to department payroll and personnel.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, disciplining and completing employee performance appraisals; provides training to other staff members.

Oversees daily work activities; organizes, prioritizes and assigns work; develops work schedules to ensure adequate coverage; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides direction and technical expertise.

Maintains a comprehensive, current knowledge of applicable laws/regulations and county sales tax codes and ordinances; monitors status of pending litigation, proposed legislation and changes in legislation; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate;

Administers and ensures the provisions of state and local laws, ordinances, regulations, policies and procedures pertaining to licensing and sales tax are enforced; ensures staff compliance with all applicable codes, ordinances, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; conceives, researches, analyzes and composes sales tax ordinances and resolutions; researches laws, ordinances, rulings, court decisions, Attorney General opinions, and cases on appeal; interprets ordinances, laws, regulations and policies related to sales tax and license enforcement.

Develops and maintains cooperative and courteous relations with officials, other departments, representatives from businesses, banks and the public to maintain good will toward the County and to project/promote a positive department image; interacts

with various department heads, supervisors, employees and the public to ensure compliance with all sales tax and license enforcement regulations and ordinances; consults with taxpayers, public officials, businesses and other county departments to explain department procedures and answer questions and resolve problems.

Ensures and maintains professional customer service; supervises customer service activities; reviews and resolves difficult customer inquiries and complaints.

Coordinates with the Information Technology Department to resolve software issues and works directly with the software development vendor to create new computer software enhancements; reports errors, problems and requests enhancements to improve software functionality.

Performs duties of staff members in their absence; performs miscellaneous tasks which may include assisting taxpayers with completion of tax forms, updating account data in revenue collection system, typing documents or answering telephone calls.

Supervises and/or performs computerized data entry functions to post sales tax records; balances posted sales tax records; reviews postings to balance with daily bank activity.

Reviews various monthly and annual revenue collections reports (cash and accrual basis) for monthly revenue analysis, annual comparative analysis and delinquent account review.

Works closely with Examiners of Public Accounts to provide necessary information for audit; directs audits of sales tax customers.

Maintain confidentiality of all taxpayers' financial and other restricted information.

Prepares and/or generates various correspondence, forms, reports, and other documents via computer and/or typewriter.

Receives various documentation; reviews, processes, responds, forwards, maintains, and/or takes other action as appropriate.

Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.

Responds to routine requests for information from officials, employees, the general public or other individuals.

Provides assistance to license inspectors as needed.

Supervises activities and operations of License Inspectors; reviews/approves requests for issuance of warrants; reviews citations, warrants, affidavits and letters of notification as appropriate; oversees the arrest of offenders as appropriate.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Must have the ability to work independently with minimal supervision.

Coordinates with Commission Office regarding sales tax transactions effect on general ledger.

Attends appropriate educational courses pertinent to job functions.

Attends meetings as appropriate.

Operates a vehicle used in conducting inspection activities.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelors degree in Finance, Accounting, Business Administration or a closely related field required; five years of experience in the activities of collections of sales tax or a related field; advanced experience with Microsoft Excel; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience preferred. Must obtain certification from CROAA, Certified Revenue Examiner or any other Revenue enhancement group within two years of employment. Must maintain a valid driver's license and be insurable by the County's insurance standards.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REOUIREMENTS: Must be able to operate a variety of automated office equipment including a computer, printer, typewriter, copy machine, facsimile machine, postage machine, cash register, calculator and telephone. Physical demand requirements are at levels of those for light to medium work.

DATA COMPREHENSION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things which may include operational manuals and procedural manuals.

INTERPERSONAL COMMUNICATION: Requires the ability to speak with and/or signal people to convey or exchange legal and financial information, including giving assignments and/or directions to co-workers or assistants as well as communicating with the general public.

LANGUAGE ABILITY: Requires ability to read a variety of legal and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports, forms and job related documentation with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex legal and financial principles and techniques; to understand departmental policies and procedures; to make independent judgments in absence of supervision; and to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to add and subtract; multiple and divide totals; determine percentages; determine time and weight; and utilize mathematical formulas.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape using job related equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, automated office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DIFFERENTIATION: May require the ability to discern color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with and relate to people beyond giving and receiving instructions. Must be able to adapt to and perform under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk, express, or exchange ideas by means of spoken words and/or hear and perceive nature of sounds by ear.

I have received/reviewed this Classification Specification and understand the contents thereof.

Signature

Date