

# **HIDALGO COUNTY TAX OFFICE**

## **PROPERTY TAX MANAGER**

### **GENERAL DESCRIPTION**

Performs moderately complex (journey-level) managerial work overseeing the daily operations and activities of a County department's program(s). Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans, assigns, and supervises the work of others. Performs a variety of cashing procedures for which guidelines exist, but where judgment frequently is required in non-routine situations and/or specialized subject knowledge.

### **EXAMPLES OF WORK PERFORMED**

Supervises tax office computer operations and personnel

Interviews applicants for employment, evaluating, training, and supervising employees

Maintains personnel records, time cards and processes time sheets; Submits any injury or illness reports to Risk Management when accidents or illnesses occur

Travels to and attends training courses, seminars, and other meetings when required

Must comply with all Board of Tax Professional Examiners requirements

Coordinates computer workload with other supervisors in order to insure that all deadlines and required computer generated reports are accurate and completed timely

Evaluates specifications for computer equipment and supplies purchased throughout the year

Responsible for keeping track of supplies and ordering supplies when needed

Maintains budget reports and payroll reports

Assists with the effective rate calculations, publications, and filings of county and state required reports

Keeps track of title companies remote users access fees

Reviews and answers correspondence, composes letters and office forms

Oversees that state, county, and other entity reports are being prepared and transmitted timely

Supervises personnel in accordance with Civil Service Manual

Oversees that all returned checks are being processed

Must keep up with all Legislative changes and rules and keep Personnel informed

Visits sub-stations on a regular basis

Deals with the public and helping employees solve problems with taxpayers in person or by telephone, conveys messages, and makes telephone calls

Works closely with internal and external auditors, school and city personnel and delinquent tax attorneys

Must have good judgment, be courteous, cooperative, maintain a good attendance record and be properly dressed for the job

Must be able to perform consistently and effectively under extreme pressure

Must observe on rules and safety procedures

Ensures that office is open and operational during all working hours

May perform other duties in the Assessing, Collection and Motor Vehicle department for cross training

Performs other duties as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four (4) years of experience in office administration or related field with minimum one (1) year of supervisory experience

Experience in government environment

Graduation from an accredited four (4) year college or university in accounting, business administration, public administration or other related field.

Two (2) years of related experience may be substituted for one (1) year of the required education with a maximum substitution of two years.

Must provide letter of recommendation from previous employer and copies of diplomas and certificates of achievements

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, and Abilities**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees of departments

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals

Ability to compute rates, ratios, and percents to draw and interpret bar graphs

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Employee may be assigned other duties in addition to those listed; Duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

**SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations