

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1440 **TITLE:** DIRECTOR, REVENUE COLLECTION **GRADE:** S-34

DEFINITION:

Under the guidance of the Director of Tax Administration, oversees tax and license billing and collection operations (e.g., current and delinquent tax collection, taxpayer inquiry response, etc.) of the Revenue Collection Division of the Department of Tax Administration; manages staff located at the Governmental Center; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Ensures a comprehensive, aggressive, and customer-oriented effort in order to maximize collection of general fund revenue;

Manages production of, and maintains concurrent billing schedules for, over two million tax bills;

Evaluates automated and manual collection and licensing systems and implements modifications for improvement;

Monitors customer service and implements modifications as needed to improve service to citizens;

Analyzes work flow and implements modifications to improve efficiency and to promote cross-training and mobility of staff resources;

Oversees all accounting for tax payments and analyzes related reports to ensure accuracy and integrity of accounting entries;

Conducts revenue analysis, assists with forecasting current revenues, and develops forecast for delinquent revenues;

Ensures adherence to State and County code requirements, analyzes proposed State legislation and updates County ordinance to reflect any legislative changes;

Monitors and evaluates internal controls (e.g., receipt and safeguarding of cash), identifying any deficiencies or weaknesses, and implements new controls and procedures;

Analyzes the projected cash flow from the various billing processes and estimates the actual receipts and availability of funds;

Deposits all funds collected in a timely manner and in accordance with State and County code and local policy;

Develops a comprehensive program for collection of delinquent taxes, licenses, and parking tickets;

Ensures the integrity of the Department of Tax Administration's financial records, including the County's tax accounting records;

Works as a partner with the Director of Personal Property and the Director of Real Estate to generate anticipated revenues for personal property, real estate, and business license taxes;

Works with the Office of Management and Budget to incorporate revenue projections in the

Advertised and Adopted Budget documents and to report actual collections in the Carryover Budget Review;
Works closely with the Office of the County Attorney and with outside attorneys to settle pending or threatened litigation and/or complex bankruptcy issues;
Represents and testifies for the Director of Tax Administration in General District Court, Small Claims Court, or Bankruptcy Court for legal matters involving collection of taxes; and
Oversees division administrative matters (e.g., budget preparation, expenditure approval, staff development, etc.).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the laws and procedures of local and state tax administration;
Extensive knowledge of the principles, practices, and procedures related to public finance;
Extensive knowledge of the principles, methods, and practices of governmental and private accounting;
Extensive knowledge of banking regulations relating to the tax collection effort;
Considerable knowledge of tax collection regulations and practices;
Considerable understanding of collection law, including bankruptcy law;
Considerable knowledge of real estate, personal property, and BPOL assessment techniques;
Considerable knowledge of automated mainframe and personal computer financial systems;
Knowledge of and ability to perform statistical and quantitative analyses;
Ability to analyze and interpret fiscal and accounting data and reach sound conclusions;
Ability to plan, organize, and direct the work of staff;
Ability to establish and maintain effective working relationships with the public and County officials.

EMPLOYMENT STANDARDS:

Any combination of education, 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; PLUS
Five 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:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002
ESTABLISHED: January 26, 1998