



Tax Supervising and Conservation Commission

MULTNOMAH COUNTY TAX SUPERVISING & CONSERVATION COMMISSION IS ACCEPTING APPLICATIONS FOR:

EXECUTIVE DIRECTOR

Annual Salary Range: \$83,449 to \$125,176 (Exempt)

Full benefit package includes: PERS, health benefits, and paid time off

Posted On: February 19, 2021 – Open until filled

The Commission: The Tax Supervising and Conservation Commission is a state function, created by the legislature in 1919. The five Commissioners are volunteers, appointed by the governor. Commission staff are Multnomah County employees, but the Commission operates independently of the County.

The Position: Position is based in Portland. The Commission's offices are downtown, but TSCC employees currently work remotely.

The Executive Director sets and directs the day-to-day operations of the Commission receiving only broad direction from the Commissioners.

The Executive Director is responsible for carrying out the statutory duties of the Commission:

- Reviewing the 29 member districts' budgets, analyzing them for conformance with Oregon budget law, and holding hearings on select districts' budgets.
- Compiling budget, tax, and debt data for all taxing districts in Multnomah County and producing the Commission's annual report, and
- Investigating citizen complaints of district financial irregularities.
- Organizing and holding hearings on property tax ballot measures.

The Executive Director's primary non-statutory duties are:

- Establishing and maintaining collaborative relationships with all taxing districts in the County, and representing the Commission state-wide.
- Educating and teaching the public and elected and appointed officials about budget, public debt, and property tax concepts and procedures.
- Learning about and monitoring member district's operations and priorities.
- Answering the public's questions about budgets and property taxes.

The ideal candidate will be an experienced public finance officer who understands local government, local budget law, property tax systems, and the issuance of long-term debt. The position clarifies and simplifies these complex issues in response to questions from members and tax-paying citizens.

The position requires excellent communication skills and the ability to work productively with commissioners, district staff, elected officials, media, and citizens. The position operates with autonomy, the Commission providing only general guidance.

[The full job description is posted here.](#)

Required Education:

Equivalent to a bachelor's degree from an accredited college or university in public administration, accounting, government studies or related field demonstrating the capacity for the required knowledge and skills and five years of increasingly responsible public sector budgeting or accounting experience with experience working with boards and commissions.

How to Apply:

Apply now. The position will only remain open only until filled. Submit a cover letter, a resume, and a writing sample illustrating your financial analysis skills to:

Craig Gibons, Executive Director craig.gibons@multco.us.

This is a Multnomah County position. At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics.