

**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, & paid time off

**Posted On:** February 19, 2021 - First review on March 19, 2021

**Position:** Position is based in Portland, OR. TSCC employees are currently working remotely.

The Executive Director is responsible for day-to-day operations of the Commission receiving only broad direction from the Commissioners. This includes all personnel, budget, finance and operational aspects of the Commission. Oversees the review of budgets submitted by municipal corporations under the Commission's jurisdiction, including the property tax levies. Duties also include providing training for municipal corporations, compiling the comprehensive TSCC annual report, scheduling and facilitating public hearings on budget and property tax measures, and working with municipal corporations, state agencies, media and citizens regarding Oregon's Local Budget Law and the property tax system.

The ideal candidate will be familiar with Oregon local government and school district finance including Oregon local budget law, the Oregon property tax system, and the issuance of long-term debt. Excellent communications skills and the ability to work with commissioners, municipal corporations' staff, elected officials, media and citizens is a must.

[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:**

Please submit a cover letter, a resume, a writing sample illustrating your financial analysis skill, and a single page response to the following questions.

1. TSCC has dual responsibilities to its member jurisdictions: a regulatory responsibility and a support responsibility. What is your approach to balancing these two responsibilities?
  
2. What are your priorities in managing an organization and supporting its board of directors?

Application materials are due March 19, 2021

Please submit all application materials to:

Craig Gibons, Executive Director [craig.gibons@multco.us](mailto: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.



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