

JOB DESCRIPTION – EXECUTIVE DIRECTOR
Tax Supervising and Conservation Commission

Job Title: Executive Director
FLSA Status: Exempt

Annual Range: \$83,449 to \$125,176
Date: February 16, 2020

GENERAL STATEMENT:

Serves as the Tax Supervising and Conservation Commission’s representative in Multnomah County’s local government and school district community while planning, organizing, and directing the commission’s operations and activities.

DISTINGUISHING CHARACTERISTICS:

Reporting to the Commissioners, the Executive Director is responsible for maintaining and nurturing the commission’s relationships with member and nonmember jurisdictions, administering commission programs, executing the commission’s strategic plan, and maintaining communication with the commission and member jurisdictions.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification.

Maintain relationships with, and knowledge of, member and non-member municipal corporations through involvement in the local finance officers’ organizations, attendance at local governing board and budget committee meetings, participation in relevant finance community activities, and communication of information of value to these organizations. Maintain commission’s public visibility using newsletters, blogs, news releases, and/or other means of publication.

Review and evaluate the budgets of Multnomah County municipal corporations under the commission’s jurisdiction for compliance with local budget law. Prepare recommendations and objections pursuant to ORS 294.645 for the commissioners’ consideration. Compose certification letters and communicate process deficiencies with member jurisdictions.

Prepare commissioners for budget hearings by providing factual information and proposed questions, providing sufficient time for commissioner evaluation and discussion prior to hearing.

Represent the Commission to local governments, state agencies, the legislature, the general public, and the media on issues regarding local budget law, property taxes, and education funding. Facilitate and participate in relevant meetings, and prepare and present materials and information regarding local government finance.

JOB DESCRIPTION – EXECUTIVE DIRECTOR

Tax Supervising and Conservation Commission

Oversee preparation of various commission documents and special reports that provide financial trends and conditions of Multnomah County municipal corporations, including the statutorily required comprehensive annual report, and preparing and delivering presentations.

Provide subject matter expert advice, guidance and training to municipal corporations regarding local budget law, Oregon's property tax system, and general financial management. Research state statutes, legal opinions, administrative rules, official pronouncements, and professional literature to prepare recommendations and respond to requests for information.

Review and evaluate member jurisdictions' general obligation bond and local option levy property tax measures. Provide reports to the commission detailing the evaluation, and recommending issues to be discussed and questions to be asked at required public hearings.

Select, supervise and evaluate staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses; exercise full supervision over employees.

Perform other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives broad direction from the Tax Supervising and Conservation Commissioners.

Provides general supervision to professional and administrative staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

Knowledge of general municipal corporation finance issues and practices.

Advanced knowledge of municipal corporation budget law, budget practices, and budget analysis.

Knowledge of property assessment and taxation.

Knowledge of public accounting and/or financial/auditing principles, practices, concepts, and systems.

Knowledge of and ability to research, interpret, apply, and teach state and federal laws, rules, regulations, policies, procedures and processes pertaining to municipal corporation budgets, taxes, and debt.

Knowledge of recent developments, current literature, and sources of information regarding principles, practices and procedures of budgeting, municipal debt issuance, and property taxation.

JOB DESCRIPTION – EXECUTIVE DIRECTOR Tax Supervising and Conservation Commission

Knowledge of organizational and management practices used in development, analysis, and evaluation of programs to meet operational and organizational goals.

Skills in exercising diplomacy, discretion and tact in dealing with sensitive, complex, and highly confidential issues and situations.

Skills in project management, time management, organization, and planning.

Ability to learn about, research, and analyze issues and write comprehensive reports for a variety of purposes and audiences.

Ability to operate job related computer systems and technology to effectively perform the duties of the job.

Ability to identify customer and/or stakeholder needs (employees, commissioners, elected officials, the general public, media and outside organizations) to provide on-going customer support and maintain professional relationships.

Ability to analyze, evaluate, apply and explain accounting and/or budgetary principles, practices, procedures and records and identify issues and make corrections or recommendations.

Ability to effectively recruit, select, develop, and retain competent staff, make appropriate assignments and manage staff performance.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: 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;

Experience: Five years of increasingly responsible public sector budgeting or accounting experience with experience working with boards and commissions.

Travel: The ability to travel to organizations throughout Multnomah 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. Reasonable

JOB DESCRIPTION – EXECUTIVE DIRECTOR Tax Supervising and Conservation Commission

accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Occasionally lift and/or move up to twenty-five (25) pounds.

WORK ENVIRONMENT:

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

Work is primarily performed in a lighted, conditioned office environment with a noise level that is usually quiet. Travel is required.

The position incumbent works with a significant workload characterized by frequent deadlines and constant interruptions.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

