

Job Announcement for Tax Administrator
Edgecombe County – Office of the County Manager
201 St. Andrew St. Tarboro, NC 27886

The Edgecombe County Manager is seeking qualified applicants for the position of **Tax Administrator**. This position reports directly to the County Manager. The Tax Administrator serves as the County Tax Assessor and Collector supervising the offices of the Assessor, Collections and License Plate Agency. A more detailed description of the position may be found at www.edgecombecountync.gov.

General Definition of Work

Performs difficult professional and administrative work supervising, planning and directing the listing, appraisal and mapping of property and the collection of property taxes, ensuring compliance with statutory requirements, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Departmental supervision is exercised over all personnel within the department.

Essential Functions

- Supervises, plans and directs the activities for the County's comprehensive tax program including the management of the listing, mapping, appraisal and collections divisions.
- Prepares and submits accurate value projections and annual tax base projections to be used in the county budgeting process; submits specialized report to the Assistant County Manager.
- Plans, organizes and oversees the County's comprehensive in-house property revaluation program.
- Develops policies, procedures and methods for program operations.
- Prepares, coordinates and administers annual departmental budget, and monitors expenditures.
- Supervises departmental personnel; hires, rewards, transfers, promotes, disciplines, coaches, counsel and evaluates the performance of staff; assigns, directs, trains and inspects the work of others; effectively recommends the suspension or termination personnel; develops staff schedules.
- Approves invoices for payment for departmental purchases, outside vendors and contractors.
- Approve refunds as designated and appropriate.
- Represents the Tax Administration Department for issues before the Board of County Commissioners.
- Prepares all required reports for the North Carolina Department of Revenue.
- Performs other duties as assigned.

Education and Experience

Bachelor's degree with coursework in business administration, finance, or related field and considerable experience in property tax administration, or equivalent combination of education and experience.

Special Requirements

Possession of or ability to obtain Real and Personal Property Appraiser certifications. Completion of training and certification as an Assessor by the North Carolina Department of Revenue. Valid driver's license in the State of North Carolina.

Salary: This position is at a grade 23 on the County's pay scale, with a starting salary of \$50,578. However, the starting salary may be negotiated depending on a combination of qualifications and experience.

Closing Date: Applications will be closed on **October 15, 2015**. The County Manager reserves the right to extend the closing date if needed to increase the pool of qualified applicants.

Application Process:

Qualified persons interested in being considered must submit a resume along with a completed Edgecombe County Employment Application. You may obtain an application online at www.edgecombecountync.gov or from the Edgecombe County Manager's Office located at 201 St. Andrew St. Tarboro, NC 27886.

Send your resume and completed application to:

Clancie Pullen, Human Resources Director
PO Box 10
Tarboro, NC 27886

Edgecombe County is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-verify and criminal backgrounds screenings are required.