

**Job Description**  
**City of Derby, CT**

<b>Job Title:</b>	<i>Tax Collector</i>
<b>Reports to:</b>	<i>Mayor/Chief of Staff</i>
<b>Location:</b>	<i>Derby City Hall</i>
<b>Department:</b>	<i>Tax Collector</i>

**GENERAL DESCRIPTION:** Under the general direction and supervision of the Director of Finance, the *Tax Collector* performs high-level professional work related to revenue collection of municipal taxes, Water Pollution Control taxes, fees and fines and statutory responsibilities of the tax collection office along with related administrative work. Responsibilities include planning, control, and coordination of tax collection efforts preparing tax bills from the City's Grand List furnished by the City Assessor's office. Responsible for the billing, timing of delinquent notices and enforcement actions authorized by state statutes. The Tax Collector must have considerable knowledge, experience, and expertise in every phase of tax collection policies, practices and methodology.

Duties include account reconciliation, cash management, accounting for various funds, monthly financial reports, year-end reports, computation of revenue balances and bank deposits. The work requires that the employee have considerable knowledge, skill, and ability in every phase of municipal tax collection and fiscal control functions.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Finance Director, working within the statutes of the State of Connecticut and local ordinances.

**EXAMPLES OF DUTIES:** The Tax Collector will administer and control the collection of current and delinquent taxes, interest, and other chargeable fees. Directs and controls the billing of annual and bi-annual collection of taxes owed to the City of Derby. Tax collection duties include collection of Water Pollution Control taxes and fees.

Responsible for the development of a daily, monthly, quarterly, and annual system of collection and billing of taxes and for reporting amounts collected. Reconciliation of totals collected to bank deposits, tax system software and the City's general ledger system. Makes recommendations to data processing methods for tax collection administration.

Responsible for monitoring and implementation of changes in state statute. Makes recommended and approved improvements to local ordinances and adheres to laws and regulations as they apply to tax collection and billing.

Works closely with the City Assessor and Town Clerk to ensure data is up to date and correct as it applies to tax billing, rate book amounts, exemptions, credits, and other adjustments prior to the issuance of tax bills.

Coordinates collection efforts with the Assessor's office, City Clerk, Building and Health Departments.

Stays up to date with the most effective enforcement tools, including, but not limited to delinquent notices, lien filing, DMV reporting, issuance of Alias Tax Warrants, jeopardy collection, revocation or non-approval of Health permits, tax lien assignments or tax sales.

Determines the best available means to process tax payments.

The Tax Collector is responsible for development of an annual operating budget for the Tax Office.

Must be qualified and knowledgeable of any collection actions and their statuses to review and defend tax collection legal issues with the City Attorney. May be required to defend collection actions in court as necessary.

Must be able to intelligently discuss relevant budget and tax question issues with the Mayor, Chief of Staff and boards and commissions and be able to respond to tax collection questions as required.

Must be able to prepare annual (and as needed) reports that recommend uncollectable accounts for suspense.

Must communicate on a polite and professional level with taxpayers to resolve conflicts, questions or complaints.

Responsible for providing tax information to the public through pamphlets, newspaper articles, legal notices and website.

Meets and negotiates with the public to explain tax collection procedures and laws, investigates and resolves complaints and may make arrangements for payments of delinquent accounts.

Provides information to and consults with attorneys, bank officials, constables and sheriffs on tax matters.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Must have considerable knowledge of:** Principles and practices of Public Administration as it pertains to tax collection and related accounting practices and various levels of governmental organization and structure.

General principles and practices of providing tax accounting services at the municipal level.

Processes and procedures and standard practices for implementation and administration to various state and federal regulations.

Ability to apply principles of a city's tax accounting system, including policies and tax reporting requirements. Financial accounting principles and procedures for tax collection, including auditing of department records, cash management and budgeting.

Skill in business mathematics. Must have strong ability to prepare and analyze complex statistical and technical reports.

Must have excellent organizational skills in order to plan, schedule and prioritize department operations and to meet and execute established and statutory deadlines.

Must possess excellent oral and written communications.

Ability to establish and maintain effective working relationships with superiors, associates, subordinates, banks, officials of other agencies and the general public.

**PHYSICAL DEMANDS:** *The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch.

The employee must have the ability to lift and/or move up to 25 pounds. The employee must have the ability to routinely use hands, fingers, and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hands and arms. The employee is infrequently required to climb or balance, stoop, kneel, or crouch. There may be a requirement to climb stairs.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work professionally, cooperatively, and courteously with others always. The employee must be able to interact with people who may be under physical and emotional stress. Must be able to maintain a calm demeanor in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and diffuse stressful situations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included, does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement or contract between the employer and the employee. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

**Qualifications Required:** The Tax Collector will have a minimum of five (5) years' work experience in a tax collection office. A four (4) year degree from a recognized college or university in business is required in accounting, public administration, or a related field supplemented by courses in public accounting. Must have extensive knowledge of tax collection laws and regulations. The designation as a "Certified Connecticut Municipal Tax Collector" is a must. Computer use, smart phone skills and general office procedures in a government or municipal finance office are a must. Supervision of small staff of an assistant and clerk.

**Required Administrative Skills:** Proficiency with Microsoft Office Word, PowerPoint, and Adobe. Must have advanced experience working with Tax Collection software including strong skills in Microsoft Excel and Outlook. Standard office machines including copiers, printers, scanners, phones, calculators, etc.

Must have superior oral and written communication skills. Must be able to establish effective working relationships with elected/appointed representatives of the City along with department heads and line staff.

The successful applicant will have a strong understanding of the municipal budgeting processes including planning, reconciliation, and forecasting. Practical experience in these areas is firmly required.