



# Tax Administration Manager

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 728  
Supervisory: Supervisor  
Reports to: Chief Deputy – County Auditor

### Summary

Under general direction of the Chief Deputy – County Auditor oversees the administration of property tax administration. Independently establishes, executes, and oversees administration and policy decisions for property tax rate calculation, redevelopment distribution, tax relief programs, and the annual tax sale. Incumbent is responsible for ensuring functions are executed according to statutory regulations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Serve as a key leader in shaping the county's tax policies, working closely with other senior officials to align tax administration with broader county objectives. Recommend changes to current Tax Administration policies and procedures as part of the county's overall legislative agenda.
2. Administer critical functions related to annual tax sale; ensure compliance with applicable state and county laws; comply with notice requirements to owners; coordinate work with other departments, as needed; coordinate required communication, including web-based, printed, and technical public inquiries; ensure timely ratification by County Commission; ensure accuracy of recorded tax deeds.
3. Coordinate all aspects of Utah County property tax administration necessary for County Commission adoption. Specific tasks to achieve this may include: rate modification; calculate and prepare property tax rate worksheets annually; complete; ensure compliance to legal notice and meeting requirements (i.e. Truth in Taxation) by taxing entities.
4. Oversee the development and execution of the tax administration budget, ensuring alignment with county-wide financial strategies and goals.
5. Supervise, plan, coordinate, and direct the work of assigned personnel:
  - a. Foster a collaborative environment that emphasizes accuracy, efficiency, and continuous improvement.

### For Office Use Only

Job Code: 2010  
Job Title: Tax Administration Manager  
FLSA: Exempt  
Effective Date: 09/14/2024  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

- b. Resolve personnel concerns; evaluate performance and conduct performance appraisals.
  - c. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with county policy and procedure.
6. Collaborate with the Information Systems department to improve web services delivery for the public; plan, coordinate, and manage beta testing and implementation of projects; coordinate with third party vendors, as needed.
7. Lead initiatives to improve public access to tax-related information through enhanced online services and community outreach programs.
8. Leverage modern data analytics tools to enhance tax rate calculations and reporting.
9. Ensure digital platforms are up-to-date, user friendly, and accurate.
10. Coordinate with the elected County Auditor, and/or the Chief Deputy - County Auditor, to establish and maintain tax administration goals and objectives.
11. Respond to general and technical inquiries related to public services, as needed.

#### Tax Administration Essential Functions

1. Administer processes for mailing valuation notices; ensure timely and accurate submission of reports and data to the State Tax Commission.
2. Administer and ensure county compliance with interlocal agreements related to current redevelopment projects; calculate estimated tax increment available for each project; charge Treasurer with apportioning increment to be paid to each redevelopment agency; provide input to the County Commission, as needed.
3. Administer and supervise property valuation appeals; coordinate work with other departments, as needed; review, revise, and generate documentation; ensure compliance with applicable state statutes.
4. Submit decisions of the County Board of Equalization to the State Tax Commission; represent Utah County at appeal hearings, as needed; function as Auditor staff advisor to the Board of Equalization at monthly meetings.
5. Adapt and respond to new legislation, technologies, and best practices in tax administration.

#### **Knowledge, Skills, and Abilities**

- Considerable knowledge of Utah State and Utah County tax laws, rules and ordinances governing property tax administration
- Knowledge of statutory abatement, exemption, and tax relief processes and procedures
- Knowledge of property and real estate valuation practices and methodologies including residential, commercial, vacant, and personal property
- Knowledge of the and local county government organization
- Knowledge of supervisory methods and techniques

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- Skilled in using advanced tax administration software, data analytics tools, applying statistical analysis methods and techniques, and online service platforms.
- Skilled in applying general audit and review procedures
- Skilled in reading, writing, and financial math
- Ability to manage, schedule, and delegate large volumes of work
- Ability to train or oversee training of office staff, including temporary professional hearing officers
- Ability to communicate effectively both verbally and in writing
- Ability to develop, read, and interpret complex policies, procedures, and ordinances
- Ability to analyze, audit, and interpret current and historical assessment records
- Ability to review, analyze, and interpret complex valuation and financial statements and documents
- Ability to demonstrate professionalism in all interactions with County departments, outside agencies, and the public

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, and routinely uses standard office equipment. Work occasionally exposes the incumbent to stress, contagious or infectious diseases, and/or potentially hostile situations due to interactions with the public. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to walk, stand, talk, and hear. The employee regularly works for sustained periods of time while maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

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Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

### **Required Education and Experience**

1. Bachelor's Degree in business, public administration, political science, economics, finance, or a closely related field.
2. Six (6) years of related experience in management, leadership, budgetary or project management with progressively increasing responsibility.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with supervisory experience.
2. Preference may be given to applicants with a master's degree in Business Administration or Public Administration.
3. Preference may be given to applicants with certification as a Real Estate appraiser.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

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This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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