

COUNTY OF SAN DIEGO



MANAGER, TREASURER-TAX COLLECTOR

Anticipated Hiring Range: \$120,000 - \$130,000 Annually

Excellent Benefits Package

THE POSITION

The Treasurer-Tax Collector is seeking a highly motivated individual with exceptional leadership and organizational skills for the position of **Manager, Treasurer-Tax Collector**. This unclassified management position reports to the Chief Deputy Tax Collector and will be responsible for coordinating, directing, and managing the tax collection activities in the Tax Collector Division. This position is located at the County Administration Center (CAC), 1600 Pacific Highway, San Diego, CA; however, the incumbent may also oversee a small staff and the tax collection operations at a branch office. This position will be responsible for:



- Managing, directing, planning, and organizing work for the Information, Financial/Payment Processing, and/or Special Functions Sections in the Department of the Treasurer-Tax Collector
- Overseeing and supervising staff and establishing performance standards
- Coordinating and implementing customer service and operational improvements
- Coordinating the development and implementation of policies and procedures
- Maintaining relationships with vendors and other outside agencies (e.g., suppliers, banks, property tax agencies, escrow and title companies)
- Interpreting and implementing the Revenue and Taxation Code, State Government Code, Bankruptcy Code, IRS and other related rules and regulations required to operate the department
- Acting in the absence of the Chief Deputy as directed
- Providing responsive, high-quality service to County employees, representatives of outside agencies, and members of the public



OFFICE OF THE TREASURER-TAX COLLECTOR

The County of San Diego Treasurer-Tax Collector's mission is to provide the residents, agencies, and employees of San Diego County with superior financial services in terms of quality, timeliness, efficiency, and value while maintaining the highest levels of customer service and satisfaction. The Treasurer-Tax Collector manages an investment pool, which hit a peak of \$15.9 billion in December of 2022, investing the assets of the County, 42 school districts, five community colleges, and other local government agencies in the County. Information regarding the County of San Diego's Office of the Treasurer-Tax Collector can be viewed at: www.sdttc.com/.

IDEAL CANDIDATE

The ideal candidate will possess a degree in accounting, finance, business administration, public administration, accounting, or a closely related field and experience performing progressively responsible tax collection, remittance processing, or other relevant business operations. This experience should include supervising and administering tax collection, remittance processing, or business operations of a multi-million-dollar business or agency. A professional history that demonstrates the following necessary leadership competencies and attributes are also desirable:

- Knowledge of general governmental accounting, bookkeeping, and auditing principles and practices
- Capability to read, interpret, and apply laws, rules, and regulations relating to the California Revenue and Taxation Code, State Government Code, and related property tax, bankruptcy, and IRS laws and regulations
- Experience with management principles and practices associated with high volume automated accounts receivable operations and cash management principles and practices for a large organization
- Ability to communicate effectively orally and in writing at all levels of the organization, including the preparation of executive level reports and correspondence
- Ability to organize and manage diversified tax billing, customer service, and collection operations to meet deadlines and peak workloads
- Aptitude to exercise sound judgment in answering questions, providing customer service, releasing information, and projecting consequences of decisions and/or recommendations



MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency **AND** five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision;

OR a combination of experience and/or education as stated above.

Notes: A master's degree or higher degree may substitute for a total of one (1) year of experience. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

A Certified Public Accountant (CPA) Certificate will be considered as meeting the education requirement. Possession of a Certified Cash Manager Certificate from the National Certified Cash Management Association may substitute for one (1) year of the required experience.

Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.



THE COMMUNITY

COUNTY OF SAN DIEGO

San Diego County Facts:

- 3,359,630 2023 Est. Population
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

San Diego Weather Averages:

- Average Temperature: 72°F
- High Temperature: 73°F
- Low Temperature: 57.5°F
- Average Rainfall: 10.4 Inches

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

Heading east you will eventually find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](https://www.sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



SALARY & BENEFITS

COMPENSATION

The anticipated hiring salary range is **\$120,000 - \$130,000** annually. Salary reviews are performance-based and goal oriented.

BENEFITS

- 15 days of paid vacation, 10 days of executive time off, 13 days of paid sick leave, and 14 paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package - a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000

HOW TO APPLY

You may complete an online application at www.sandiegocounty.gov/hr; select the Current Job Postings link, **Job Number 23216901U**. Please attach a copy of your college degree, final transcript, diploma, or foreign studies equivalency certificate (if education was obtained outside of the U.S.). The deadline to apply is **February 15, 2023**. Interviews will take place during the week of **February 27, 2023**.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application. **Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.**

You may direct any questions regarding the position or application and selection process to Jorge Puente, Executive Recruiter at Jorge.Puente@sdcounty.ca.gov. Questions about the position should be directed to Shontay Turner, Group Human Resources Director at Shontay.Turner@sdcounty.ca.gov.