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Rowan County Human Resources
130 West Innes Street, Salisbury, NC 28144-4326
www.rowancountync.gov

JOB OPPORTUNITY

TAX ADMINISTRATOR

Rowan County is seeking qualified applicants for the position of Tax Administrator which serves in the dual role of both County Assessor and Tax Collector. Rowan County is located in the central piedmont area of North Carolina between Greensboro and Charlotte. The Tax Administrator is appointed by the County Commissioners and reports directly to the County Manager. The Tax Administrator manages, coordinates, and evaluates departmental personnel consisting of professionals, technicians, and support staff.

Highly skilled and difficult professional work in planning, organizing, directing, and administering Rowan County's comprehensive tax programs involving appraisal and assessment, tax listing, valuation/revaluation, land use including horticulture, agriculture, and forestry management, billing and collection of taxes (both current and delinquent) for the County and a number of its municipalities, collection of revenue including special fees and beverage licenses, and supporting and advising the Board of Equalization and Review; represents the County on appeals to the N.C. Property Tax Commission; provides accurate tax database projections to the County Manager, County Commissioners, and Finance Director for use in preparing the County's annual budget; communicates frequently with the County Manager and County Commissioners concerning tax problems and inquiries; defends tax decisions and responds to appeals; prepares the departmental operating budget and approves budgetary expenditures; and administers the North Carolina property tax laws.

Position requires excellent management, organizational, analytical, and problem solving skills; possession of strong interpersonal communication and presentation skills; the ability to work collaboratively and courteously with employees, attorneys, elected officials, and the general public; must possess a comprehensive knowledge of state laws relating to taxation and revenue collection including the N.C. Machinery Act and N.C. General Statutes and the ability to interpret and explain these laws.

Requires a Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Accounting or related field and five years of experience in real and personal property appraisal, real estate, collection of taxes and revenue, or related area including a minimum of three years of supervisory and management experience; or an equivalent combination of education and experience. Successful completion of training and State certification as a County Tax Assessor by the N.C. Department of Revenue as prescribed in the N.C. Machinery Act and certification as a Certified Tax Collector from the N.C. Tax Collector's Association within the first two years of appointment. Must complete the IAAO professional designation program "CAE" within the second term of appointment. A valid driver's license is required.

Salary is commensurate with education and experience. **BENEFITS.** Submit detailed resume and application to Rowan County Human Resources, 130 W. Innes St., Salisbury, N.C. 28144 by April 20, 2012.

Applications available at www.rowancountync.gov/hr

We administer Pre-employment Drug Tests, Conduct Criminal Background Investigations, Credit Checks, and Driving History

EOE