



City of Tempe

TAX & LICENSE MANAGER

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	415		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services		<i>Salary / Hourly Minimum:</i>	\$87,919
<i>Supervision Level:</i>	Manager		<i>Salary / Hourly Maximum:</i>	\$118,691
<i>Employee Group:</i>	SUP		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Tax & License Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general direction from the Deputy Internal Services Director - Finance or from other supervisory or management staff.
Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five years of increasingly responsible professional auditing, and/or sales tax administration experience, preferably in a municipal government, including two years of administrative and/or supervisory responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course working in accounting, finance or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. To plan and supervise the staff and operations of the Tax and License Section; to manage the areas of sales tax audit, license services and revenue collection; and to provide complex staff assistance to the Internal Services Director or other supervisory or management staff as needed.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, plan, and implement Section goals and objectives; review, recommend and administer policies and procedures; recommend proposed changes in City tax laws and regulations; ensure compliance with city ordinances and state statutes;
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Direct, oversee and participate in the development of the Section work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer and monitor the approved budget.
- Prepare, review and edit a variety of reports including the monthly sales tax revenue statistical reports.
- Review, approve or deny all waiver requests for taxpayers' penalties; assure prompt collection and deposit of monies.
- Coordinate license approval process with other City departments.
- Implement procedures to provide for the accurate and timely payment of privilege tax rebates in accordance with the provisions of established development agreements; and review and approve all rebate calculations and check requests;
- Answer the public's questions and provide information pertaining to complex sales tax and licensing matters by phone, in person or written correspondence; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Attend inter-City or state sponsored meetings involving licenses or sales tax; participate in taxpayer hearings on sales tax assessments.
- Represent the City of Tempe on the Unified Audit Committee, the Municipal Tax Code Commission, and various inter-jurisdictional boards and commissions
- Monitor proposed legislation and inform management of matters of significance; evaluate the impact of proposed legislation to the City; and participate in the UAC Legislative Affairs Subcommittee;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time.
- Operates computers, calculators and other office machines.
- Extensive reading and close vision work. Works extensively utilizing various computer programs.
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised April 2001

Revised November 2001 (range adj due to market)

Revised April 2003 (changed supervisory requirements to include administrative)

Revised March 2016 (changed Title and added duties)