

BOARD OF SUPERVISORS, COUNTY OF LAKE, STATE OF CALIFORNIA

RESOLUTION NO. _____

A RESOLUTION AMENDING RESOLUTION NO. 2018 -132 ESTABLISHING
POSITION ALLOCATIONS FOR FISCAL YEAR 2018-2019,
BUDGET UNIT NO. 1012, ADMINISTRATIVE OFFICE

RESOLVED by the Board of Supervisors of the County of Lake, State of California, that
it finds, determines, and hereby declares that:

1. Resolution No. 2018-132 is hereby amended to be effective
_____ 2018 as follows:

a. The position allocation for Budget Unit No. 1012, ADMINISTRATIVE
OFFICE, shall be amended to add one (1) allocation for a Tax
Administrator.

b. **1012** **ADMINISTRATIVE OFFICE**

County Administrative Officer	1.000
Chief Deputy County Administrative Officer – Budget Officer / Chief Deputy County Administrative Officer / Assistant County Administrative Officer	1.000
Deputy County Administrative Officer I/II/III	2.000
Deputy County Administrative Officer I/II/III - Hourly	0.500
Deputy County Administrative Officer – Administrative Projects and Grants	1.000
Tax Administrator	1.000
Administrative Analyst I	1.000
Accountant I (Confidential)	1.000
Administrative Assistant	1.000
Sr. Administrative Assistant	1.000
	10.500

A RESOLUTION AMENDING POSITION ALLOCATION FOR BU 1012, ADMINISTRATIVE OFFICE

2. A Tax Administrator is hereby established in the County service as follows:

<u>Class</u>	<u>Class Title</u>	<u>Grade Entry</u>	<u>Monthly Salary</u>
1-1605	Tax Administrator	A28	\$5200

This resolution was passed and adopted by the Board of Supervisors of the County of Lake at a regular meeting thereof on _____, 2018 by the following vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST: Carol J. Huchingson
Clerk of the Board

COUNTY OF LAKE

By: _____

By: _____

Chairman, Board of Supervisors

APPROVED AS TO FORM:

AUDITOR REVIEW:



Anita L. Grant

County Counsel



Cathy Saderlund

Auditor-Controller

TAX ADMINISTRATOR

DEFINITION

Responsible for the development, operation, collection and maintenance of tax initiatives including but not limited to the Cannabis Business Tax Program, to assist the Treasurer-Tax Collector in his/her statutory duty to organize, structure, coordinate and manage related administrative processes including the facilitation and collection of said business taxes. Performs complex professional and administrative work, including the planning, assessing and billing of tax initiatives. Oversees the collection, ensuring compliance with statutory requirements, maintaining records and files and preparing reports.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are assigned to manage major programs and have full responsibility for the programs. In addition, incumbents perform a variety of the more complex, specialized financial, statistical, and document processing work requiring substantial knowledge of related policies, procedures, and special requirements.

REPORTS TO

County Administrative Officer, Assistant County Administrative Officer, Chief Deputy County Administrative Officer.

CLASSIFICATIONS SUPERVISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Maintains current awareness of legislation which affects cannabis taxation functions; provides advice on code and law changes; reviews and implements policy and procedure changes, as needed. Performs a variety of the complex analysis and record keeping work, developing and maintaining processes for collecting the Cannabis Business Tax and related financial records; conducts interviews to elicit financial information and negotiate payment schedules based on the analysis of this information; provides in-depth specialized assistance to the public and/or other County staff related to the Cannabis Business Tax; collects a variety of overdue taxes, fees, and forfeitures; collects and receipts monies; updates and maintains records and information in computerized systems and databases; maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate; reconciles information problems and ensures the accuracy of collections records; provides requisite data to other government agencies, as delegated; updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs work on additional special projects as assigned; operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; continuous contact with other staff, management in multiple County departments, and public stakeholders.

DESIRABLE QUALIFICATIONS

Knowledge of:

Financial and statistical record keeping, document acceptance and processing requirements;

Policies, laws, rules, and regulations impacting the cannabis business tax;

Collections processes and the operations, transactions, and functions of the Treasurer-Tax Collector Office;

Government program auditing and compliance;

Organization and function of County government;

State and local policies, laws, rules, and regulations relating to cannabis;

Record keeping procedures and practices;

Principles and practices of program administration, business, government regulation and resources.

Ability to:

Develop policies, procedures, and methods for program operations;

Evaluate and understand tax laws and regulations;

Analyze and implement software and technological processes and systems for efficient operations of the cannabis and programs;

Apply logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols;

Interpret and explain laws, policies, and procedures relating to cannabis business tax and collections;

Perform a variety of complex specialized financial, statistical, tax collection support, and document processing and recording work;

Interpret financial information and exercise judgment and initiative in negotiating payment schedules based on this information;

Use tact, discretion, initiative, and independent judgment within established guidelines;

Accurately maintain and update a variety of records and information systems;

Gather, organize, and summarize data and information.

Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the Treasurer-Tax Collector Office, as a course of business and in sometimes emotionally charged situations;

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines;

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients;

Communicate clearly and effectively, both orally and in writing.

Training and Experience:

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Bachelor's degree from an accredited college or university in economics, business, finance, land use, or a closely related field,

OR four years of progressively responsible administrative or management experience in a public setting including professional experience in program development in a regulatory, financial or public safety environment or a closely related field.

Special Requirements:

Possession of, or the ability to obtain, an appropriate and valid California Driver's License.

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