

## REVENUE ASSISTANT DIRECTOR 1

### KIND OF WORK

Managerial tax system work.

### NATURE AND PURPOSE

Under administrative direction, this position can manage a number of moderate to large supervisor led teams of professionals. These teams are concerned with the efficient administration and enforcement of Minnesota tax laws. Assists with the direction of workforce planning, budget administration, and coordinating the tax and policy development for an administrative tax division. This position will act on behalf of the division director in their absence and perform all related work required to accomplish the position purpose.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Apply the performance management cycle at the individual and group levels in order to achieve the division's and the agency's key outcomes, through coaching supervisors in managing their employee's performance, communicating with employees on a regular basis to disseminate new information and ensuring compliance with human resources policies, procedures, statutes, and collective bargaining agreements.

Oversee the education, service, and compliance program for the division in accordance with the division's business plan; to promote an understanding of Minnesota tax laws and ensure voluntary compliance; by analyzing the effectiveness of new and current compliance efforts, meeting with customers to gain understanding of their perspective, and attend tax conferences and industry association meetings.

Assist the director with allocating and managing the division's budget, to ensure effective use of the division's resources in achieving its goals, by monitoring the division budget monthly, developing reports related to division work and budget activities, and making adjustments to budget accounts as needed.

Manage tax operation and policy development efforts and help coordinate the division's legislative package each session, and to remedy any inequity or administrative issues by evaluating external legislative proposals and making recommendations, testifying before the legislature, and meeting with staff on a regular basis to get feedback on how division processes and procedures are working.

Plan, direct and supervise the administration of tax related programs and activities at a statewide level, to ensure accurate and timely completion of statutory responsibilities, through proper oversight, reporting, and communication with applicable stakeholders.

Act on the behalf of the division director in their absence, to ensure operational continuity, by assuming the duties and the responsibilities of the division director.

## KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

### Knowledge of:

Statewide and department policies, procedures, and practices in areas of information, financial and human resource management sufficient to assess and provide for information needs, administer fiscal resources, select employees, and manage performance and development.

Tax administration principles and practices, tax law, statutes, and policy sufficient to make recommendations for changes or to make informed decisions in areas where customers do not agree.

### Skill in:

Management and supervisory skills sufficient to plan, organize, and manage the daily activity of multiple teams in the division.

Oral and written communication sufficient to promote and explain the Department of Revenue's vision, mission, and stance to both employees and external audiences.

### Ability to:

Support and carry forward the Departments Mission, Vision, Values, Strategic Plan, and management philosophies sufficient to ensure that leadership and management activities support and advance them.

Carry out management activities such as goal setting, performance management, organizing, planning, evaluation, reviewing, motivating, and budgeting.

Analyze situations and issues sufficient to clearly identify problems and arrive at appropriate and relevant solutions.

Est.: 04/98

TC.: 04/05

Rev.:

Former Titles:

Revenue Assistant Director, Sales and Use Tax

Revenue Assistant Director, Business Taxes

Revenue Assistant Director