

CLASS TITLE:

**ASSOCIATE DIRECTOR,
REVENUE SERVICES
(TAXATION)**

Class Code: 02681900

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide administrative and executive assistance to the Tax Administrator in the exercise of his powers and duties relating to the assessment and collection of state tax revenues and for the analysis of tax revenue structure; to act for the Tax Administrator in case of his absence or inability to discharge the powers and duties of his office: and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of the Tax Administrator; consults with the Tax Administrator on important interpretation of law, policy and major administrative problems.

SUPERVISION EXERCISED: Assists the Tax Administrator in the administrative and technical supervision of the work of employees of the Division; consults with and advises subordinates relative to special problems.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Tax Administrator in the overall direction of the activities of: the Field Audit Service staff engaged in the making of comprehensive tax audits of accounting and related records and books or reports of individual, partnership, unincorporated and corporate business organizations to determine their tax liability under the provisions of Rhode Island tax laws; the Office of Assessment and Review engaged in the office examination of tax returns submitted by taxpayers subject to the various tax liabilities of the state for proper tax determination and assessment; the Processing and Collection Section staff engaged in: in the registration of taxpayers; in the providing of tax collection, enforcement and clerical duties and the making of field investigations; and in the receipt, recording, accounting and deposit of all tax monies collected by the Division of Taxation; the Motor Vehicle Division staff engaged in a statewide motor vehicle program; and the Child Enforcement staff engaged in a statewide child support enforcement program.

To act for the Tax Administrator in case of his absence or inability to discharge the powers and duties of his office.

To assist in the formulation of the state tax policy and provide necessary factual data and technical assistance.

To assist the Tax Administrator in analyzing the state tax laws and rate structure and to assist in the drafting of any necessary legislation for improvement thereof.

To prepare, or direct the preparation of, accurate and informative reports on taxation containing findings, analyses, conclusions and recommendations.

To prepare technical correspondence on tax policy and related matters.

To maintain effective liaison with other state departments or agencies.

To attend meetings and conferences involving federal, state, and local officials, professionals, and the public; as required to represent the Tax Administrator.

As required, to assist and represent the Tax Administrator concerning personnel/labor relations matters and negotiations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the tax laws of the state of Rhode Island and the ability to comprehend, analyze, interpret and apply these tax laws and regulations; a thorough knowledge of the principles, practices and procedures of modern tax administration; a working knowledge of federal tax laws as they relate and apply to determinations at tax liability under the laws of Rhode Island; the ability to analyze and interpret financial statements as they relate to the assessment and determination of tax liability; the ability to interpret division policies, standards and procedures at hearings, forums, conferences and meetings; the ability to give assignments and instructions to the employees of the Division and to direct the performance of their work; the ability to act for the Tax Administrator and as a representative of the Division when so authorized; the ability to prepare clear and concise reports containing findings, analyses, conclusions and recommendations; the ability to develop and maintain effective employee and public relations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting or business administration; or graduation from a law school of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity with responsibility for the assessment and collection of taxes; or employment as a consultant on difficult and varied tax matters.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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