

**CLASS TITLE: EXECUTIVE DIRECTOR OF ADMINISTRATION  
(DOA)/TAX ADMINISTRATOR**

**Class Code: 02681800**

**Pay Grade: 52A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for assisting the Director of Administration by planning, developing and implementing a comprehensive statewide program of revenue services within the Division of Taxation, entailing the assessment and collection of all revenue that the General Assembly places under the control of the Tax Administrator; to be responsible for coordinating an integrated system of revenue enhancement, to include authorized/mandated taxation functions, Registry of Motor Vehicles fees, and Child Support Enforcement payments; to be responsible for analyzing and evaluating the state's revenue structure and making recommendations to the Director; to have administrative/organizational oversight of the Bureau of Audits and the Vehicle Value Commission; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a professional, technical, administrative support and clerical staff engaged in a comprehensive program of revenue services; oversees Registry of Motor Vehicles staff in the provision of customer services to the motoring public; oversees Office of Child Support Enforcement staff in the pursuit of support payments from absent parents.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for assisting the Director of Administration by planning, developing and implementing a comprehensive state wide program of revenue services within the Division of Taxation, entailing the assessment and collection of all revenue that the General Assembly places under the control of the Tax Administrator; to be responsible for coordinating an integrated system of revenue enhancement, to include authorized/mandated taxation functions, Registry of Motor Vehicles fees, and Child Support Enforcement payments; to be responsible for analyzing and evaluating the state's revenue structure and making recommendations to the Director; to have administrative/organizational oversight of the Bureau of Audits and the Vehicle Value Commission.

To be responsible for the direct the work of the staff of the Division of Taxation engaged in determining tax liability and the assessment and collection of those state taxes and revenues coming under the jurisdiction of the Department of Administration, such as: motor fuel tax, gift tax, estate tax, cigarette tax, pari-mutuel betting tax, tax on breakage, deposit tax on financial institutions, income tax on financial institutions, sales tax, use tax, personal income tax, unemployment insurance, temporary disability insurance, job development fund, tax on premiums of insurance companies, tax on gross earnings of public service corporations, tax on manufacturers and importers of alcoholic beverages, motor vehicle fees, child support enforcement payments, and other such taxes or fees as have been or may be from time to time imposed at the state level by the General Assembly.

To be responsible for overseeing the administration and enforcement of all laws pertaining to the operation and registration of all motor vehicles, the issuance of licenses, the enforcement of all laws relating to the issuance, suspension and revocation of motor vehicle registration and licenses, inspection of motor vehicles and the study of motor vehicle accidents.

To make such rules and regulations not inconsistent with laws as are necessary to carry out the provisions of such tax revenue laws.

With the approval of the Director of Administration, to compromise, abate or cancel taxes.

To be responsible for the study and analysis of the state government's tax revenue structure; on the basis of findings, to prepare reports and to make recommendations to the Director of Administration.

To conduct hearings on appeals from decisions of subordinates and to render decisions based on fact and law.

To advise the Director of Administration, Governor, and other officials of the state in preparing estimates of revenue receipts, and to assist in formulating the tax revenue policies of the state.

To provide technical advice and assistance to the legislature in the drafting of tax revenue legislation; to analyze tax revenue legislation and to make recommendations thereon to the Director of Administration, the Governor or to legislative committees.

To provide advice and counsel to tax officials of the various cities and towns in the state.

To prepare material for the use of the Attorney General in the prosecution of violators of the provisions of the state's tax revenue laws.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the tax laws of Rhode Island; a thorough knowledge of federal tax laws as they relate and apply to determinations of tax liability under the laws of Rhode Island; a thorough knowledge of the principles and practices of state governmental tax administration; a thorough knowledge of the principles and practices involved in fixing tax liability and in the assessment and collection of taxes and revenues; a working knowledge of federal and state laws relating to motor vehicle administration, enforcement and safety programs; a working knowledge of legal practices and procedures relating to tax administration; the ability to plan, organize, direct, supervise and review the work of a staff of professional, technical, legal investigatory, clerical and other personnel engaged in the administration of the state's tax revenue laws as administered by the Department of Administration; the ability to interpret, explain, and apply the provisions of such laws; the ability to direct the making of studies and analyses of the state's tax revenue structure and to make recommendations thereon for the use of the Director of Administration and the Governor in determining tax revenue policies of the state; the ability to make rules and regulations necessary to carry out the provisions of such tax revenue laws; the ability to maintain cooperative relations with the public and with private industry and governmental officials; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree with specialization in Accounting or Business Administration; and

**Experience:** Such as may have been gained through: extensive employment in a responsible administrative capacity with responsibility for the assessment and collection of taxes and fees within a comprehensive revenue services program; or extensive employment as a consultant on difficult and varied tax matters pertaining to a comprehensive revenue service program.

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

Class Revised: September 7, 2014

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