

**CLASS TITLE: STATE AID FINANCE SPECIALIST-  
MUNICIPAL AFFAIRS**

**Class Code: 02700500  
Pay Grade: 32A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for highly professional and sophisticated analyses in the areas of state aid and municipal finances, including general revenue sharing, state aid to education, payment in lieu of taxes (PILOT), tax equalization, public service corporation tax reimbursement, local property tax assistance, and/or motor vehicle tax phaseout; to assist municipalities with general financial information; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed upon completion for conformance to professional standards, as well as statutory and procedural requirements.

**SUPERVISION EXERCISED:** Plans, coordinates and reviews the work of assigned staff; reviews work for satisfactory results and conformance with rules, regulations, department policies, objectives and laws.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for highly professional and sophisticated analyses in the areas of state aid and municipal finances, including general revenue sharing, state aid to education, payment in lieu of taxes (PILOT), tax equalization, public service corporation tax reimbursement, local property tax assistance, and/or motor vehicle tax phaseout; to assist municipalities with general financial information.

To be responsible for the administration and calculation of a number of municipal state aid programs.

To be responsible for preparation of updated forms and procedures regarding municipal data for state aid computations.

To provide state aid estimates to all cities and towns.

To be responsible for developing the equalized weighted assessed valuation of local property for use in implementing state aid to education formula.

To be responsible for review of disclosure statements regarding local property tax rate changes as required of cities and towns under the property tax and fiscal disclosure law.

To monitor city and town compliance with the state cap on local property taxes and preparation of annual reports to the general assembly regarding compliance by each municipality.

To review, analyze, and prepare for certification by the chief all petitions for cities and towns to exceed the property tax levy cap.

To provide municipal financial information to legislative commissions, state agencies, cities and towns, legislators, state associations and the general public as needed.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of governmental accounting and reimbursement procedures, and an ability to conduct quantitative analyses and operate automated systems; a thorough knowledge of state laws and policies regarding municipal finance; the ability to cope with a high degree of variety in assignment; the ability to communicate clearly, both verbally and in writing, the results of complicated technical data analysis to various constituencies; the ability to interface and consult with a variety of government officials, including tax assessors, regarding municipal finance topics; the ability to supervise the work of assigned subordinates; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a bachelor's degree in accounting, business or public administration, finance or a related field of study; and

Experience: Such as may have been gained through: employment in a responsible position in a municipal or governmental agency including experience in finance, systems design, computer applications, general accounting and budgeting/forecasting, and experience in report preparation for diverse audiences.

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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