

CLASS TITLE:

**SUPERVISOR,
LOCAL GOVERNMENT ASSISTANCE**

Class Code: 02660400

Pay Grade: 33A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, coordinate and review the work of all professional and technical staff engaged in a primary function of the Office of Municipal Affairs, specifically, property tax assistance, community development or general government assistance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review for satisfactory results and conformance to applicable statutes and guidelines.

SUPERVISION EXERCISED: Supervises and reviews activities of professional, technical and clerical subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting local governments in an assigned unit of functional expertise, such as property tax assistance, community development or general government assistance.

Within the property tax assistance function, to be responsible for the effective implementation of programs such as tax equalization, motor vehicle excise tax phaseout, public service corporation tax reimbursement, and related activities.

Within the community development function, to be responsible for logistical and administrative support in the screening, awarding and distribution of community block grants; to be responsible for monitoring the expenditure of fund allocations.

Within the general government assistance function, to be responsible for the compilation and distribution of a variety of resource materials, publications, fiscal notes, etc., and to communicate to the cities and towns pending legislation which would impact their community.

To provide technical assistance to local governments on day-to-day municipal problems.

To maintain an ongoing research program in order to provide fiscal and operational assistance to local governments.

To analyze municipal fiscal systems and business processes, and provide consultation and advice on sound fiscal management, including accounting, budgeting, purchasing, taxation, capital improvements, investments and reporting.

To advise local government officials of available resources, and to facilitate communities in accessing those funding sources and services.

To be responsible for the assessing of true market value of real estate in order to develop defensible equalized tax evaluation analysis.

To consult with local government officials, including tax assessors, to evaluate existing service delivery system and develop appropriate adjustments and improvements.

To develop technical procedures involving methods of data collection, interpretation, analysis and formulation of proposal; to set technical standards for all assigned activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of local governmental, fiscal operating and business systems; a thorough knowledge of the principals, practices and techniques of local governmental administration and municipal tax administration; the ability to communicate effectively; the ability to develop comprehensive written reports and analyses; the ability to plan, coordinate and review the work of subordinates; the ability to interact and consult with a variety of governmental officials; the ability to set technical standards; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree with specialization in Public Administration, Information Sciences, Business Administration or Political Science, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible professional position with supervisory responsibility within municipal or governmental fiscal operating, policy, and/or tax systems and processes.

Or,

Education: Such as may have been gained through: possession of a Master's Degree with specialization in Public Administration, Information Sciences, Business Administration or Political Science, or a related field of study; and

Experience: Such as may have been gained through: employment in a professional position in municipal or governmental fiscal, operating, policy, and/or tax systems and processes.

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

Class Revised: November 19, 2000

Editorial Review: 3/15/03