

PROGRAM ADMINISTRATOR (REAL PROPERTY TAX SERVICE)

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Executive Director of Tax Commission, an incumbent of this class is responsible for the development, administration and overall monitoring of a comprehensive internal administrative program for the Tax Commission. This class exercises independent judgment with respect to departmental and administrative needs which necessitates extensive knowledge of the functions of the organization, as well as the practices and policies of the County of Westchester and its constituent municipalities. This position involves coordination with individual assessors and officials, state representatives, the Tax Commission and other County departments and managerial personnel in order to facilitate the administration of the office. Supervision may be exercised over a small number of administrative and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews, verifies and does required legal research in response to taxpayer requests for corrections or reimbursements relating to the final assessment roles of a number of municipalities;

Reviews annual reports of local assessors for their accuracy, completeness, and adherence to established guidelines for inclusion in the annual report of the County and seeks clarification of unusual items, resolves discrepancies and follows up on delinquent submissions;

Insures that local jurisdictions and assessors are provided with appropriate reports, periodicals, program guides and new or revised forms;

Makes necessary arrangements for training programs designed to improve the quality of assessment services by keeping county and local personnel abreast of developments in the field;

Prepares technical memoranda and manuals;

Prepares responses to letters and inquiries, after researching appropriate sources, pertaining to the operation of the Tax Commission insuring that Freedom of Information guidelines are adhered to;

Performs a variety of internal administrative functions including the compilation of budget requests, the processing of various personnel and payroll transactions, budgetary and accounting monitoring for control purposes, and departmental purchasing responsibilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of program planning and management; good knowledge of administrative practices and techniques; familiarity with research methods and procedures; ability to learn and understand rules, regulations and policies governing assessment procedures generally in the State of New York and specifically within Westchester County and local assessing jurisdictions; ability to evaluate and participate in developing overall program objectives; ability to plan, organize and present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships; initiative, tact; thoroughness; accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) an Associate's Degree* and six years of record keeping experience in a public agency, one year of which must have involved administrative support to a tax assessment program; or (b) a Bachelor's Degree* and four years of record keeping experience in a public agency, one year of which must have involved administrative support to a tax assessment program; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of 30* credits towards a Master's Degree* in Public or Business Administration may be substituted on a year for year basis for up to 2 years of the above stated record keeping experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.