MANAGEMENT ANALYST III

SAN JOAQUIN COUNTY
TREASURER-TAX COLLECTOR
Employment Opportunity

the position

The San Joaquin County Treasurer-Tax Collector's Office is searching for an experienced professional who desires an exciting employment opportunity as a Management Analyst III.

This position will work with the Tax Division as part of the management team and report to the Assistant Treasurer-Tax Collector. The incumbent will be responsible for oversight of the daily operations of the Tax Division and manage programs, projects, and staff. The ideal candidate will demonstrate leadership, initiative, exceptional organizational and customer service skills, and the ability to work well with others.

> ***Please note****: This is a countywide promotion. Qualified applicants must currently be employed with San Joaquin County and meet the promotional eligibility requirements as stated in Civil Service Rule 10, Section 3-Eligibility for Promotional Examinations.*

the department

The Treasurer-Tax Collector is an official elected by the citizens of San Joaquin County. The Office operates three divisions including Treasury, Tax, and Revenue and Recovery. It has an annual operating budget of $6.8 million and employs 42 employees. The purpose of the department is to collect taxes, fees, and debts owed to the County, cities, special districts, and school districts.

The Treasury Division is responsible for receipt, custody, and investment of all monies placed in the County Treasury and oversees all banking operations and the County investment pool totaling over $3.1 billion. The Tax Division is responsible for billing and collection of taxes assessed on real and personal property and issuing business licenses. The Revenue and Recovery Division functions as the collection agency for County departments.

desirable qualifications

The ideal candidate will possess a proven-track record of leadership, innovation, and partnering with other stakeholders which results in operational efficiencies and service excellence; project management experience including analysis, development, and implementation of new processes, programs, and automation improvements; demonstrated ability to understand and apply pertinent state and local laws and regulations and accounting principles; experience in the analysis, evaluation, design, development, programming, testing, implementation, documentation and maintenance of systems and programs across multiple platforms and technologies.

SAN JOAQUIN COUNTY
Greatness grows here.

SAN JOAQUIN COUNTY
Human Resources Division
44 N San Joaquin St, Suite 330
Stockton, CA 95202
☎ 209-468-3370
sjgov.org/department/hr

Recruitment Announcement
0819-RM0226-01

Equal Opportunity Employer

ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

MAKE SAN JOAQUIN COUNTY YOUR NEW HOME!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

EDUCATION

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland are dedicated to production of this crop. In recent years, the leading crop in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

MANAGEMENT ANALYST III

TREASURER-TAX COLLECTOR

Recruitment 0819-RM0226-01

major responsibilities include

- Ensure the Tax Division's operations are timely and coordinated in serving the public, agencies, and County departments according to office policies and procedures
- Manage property tax collection staff, programs, projects, and information systems
- Ensure tax collection and reporting compliance with State regulatory requirements and guidelines
- Develop and coordinate electronic data processing procedures which apply to the property tax roll preparation, billing, and collection
- Prepare for and assist in conducting public sales of tax-defaulted properties, related advertisements, correspondence, records, and reports
- Establish and maintain internal accounting, record-keeping, and system controls
- Advise and assist senior management in fiscal, organizational, planning, and procedural matters
- Participate in the preparation, review, and administration of departmental budgets and reports
- Assist supervisor and investment advisors with the investment of County revenues
- Act for the Treasurer-Tax Collector, Assistant Treasurer-Tax Collector, and Chief Deputy Treasurer as assigned

minimum qualifications

Education: Graduation from an accredited four year college or university with a major in public or business administration, economics, social or behavioral science, or a closely related field.

Experience: Three years of responsible managerial, fiscal, personnel or governmental administrative and/or analytical work, one year of which must have been at a level equivalent to Management Analyst II in San Joaquin County service.

Substitution: A Master's Degree in public or business administration, economics, or a closely related field from an accredited college or university may be substituted for one year of experience.

For a complete job description visit www.sjgov.org/department/hr

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TREASURER-TAX COLLECTOR

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compensation and *benefits*

$85,530 to $103,979

Approx. Annual Base Salary

In addition to the base salary, the County offers an excellent benefit plan which includes a County contribution to health insurance, dental and vision insurance plans.

Other benefits offered by the County include:

- 1937 Act retirement plan with reciprocity with CalPERS
- 125 Flex Spending Benefits Plan
- 12 days of sick leave annually with unlimited accumulation
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years)
- 14 paid holidays per year
- 10 days administrative leave per fiscal year

***Note**: County employees who currently receive a cafeteria plan allowance and subsequently transfer, demote, or promote into the Middle Management represented unit, shall receive the capped contribution amount of the Middle Management unit*.

For additional information regarding County employment benefits, please visit the Employee Benefits page of our website at:

sjgov.org/department/hr/benefits

Enhancing Employee Engagement in San Joaquin County

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Greatness grows here.

wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please visit the SJC Engage website:

sjc engage

application and *selection*

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview.

To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

Apply on-line: sjgov.org/department/hr

San Joaquin County Human Resources

44 N San Joaquin St, Suite 330

Stockton, CA 95202

Final Filing Date: August 30, 2019

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