

# Albemarle County Public Schools and Government

## Operations Facilitator (2699)

### JOB POSTING

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#### Job Details

*Title* **Operations Facilitator**

*Posting ID* **2699**

*Description* **Operations Facilitator**  
Department of Finance

Non-Exempt, Pay Grade 13

The **Operations Facilitator** assists with planning, organizing and supervising the functions of the Revenue and Taxation Division including, billing and collection of all taxes, assessment of personal property, tax relief for the elderly and disabled, income tax preparation, delinquent debt collection, customer service and related assignments. Essential functions include, and are not limited to the following:

- Assists in the preparation and mailing of personal property and real estate bills for three mass billings utilizing quality control procedures to ensure accuracy and coordinating with vendors as required;
- Supervises the assessment of all personal property; coordinates with internal and external agencies; delegates responsibilities to staff;
- Supervises revenue collections, internal controls and cash management including reconciliation, bank deposits, reporting, and interface with banks and auditors;
- Develops employee schedules and approves leave requests;
- Provides employee assistance and training, and provides significant input in the development of performance evaluations;
- Prepares, reconciles and submits reports including Sheriff's fees, Commissions of the Clerk of the Court, Mobile Home Park reports, electronic funds transfers
- Ensures internal control compliance required by policy, Virginia code or auditors;
- Assists in the administration of programs including Tax Relief for the Elderly and Disabled, dog license sales and State income tax preparation;
- Provides first level of supervisory response to customer inquiries;
- Assists with delinquent debt collection and enforcement functions;
- Plan, order and maintain adequate level of operating supplies and forms;
- Assists in the development and improvement of Division policies and procedures;
- Performs related duties as required and serves as the point of contact in the Division Manager's absence;

**QUALIFICATIONS:** Any combination of education and experience equivalent to graduation from an accredited college or university, with emphasis on public administration or management, and 5 years experience in a responsible finance and/or supervisory position. Strong preference given to revenue/taxation experience.

Thorough knowledge of Virginia Code relating to taxation; knowledge of the principles and practices of governmental accounting; thorough knowledge of personal property assessment, taxation and revenue collection; thorough knowledge of modern office practices and of standard office and accounting equipment; general knowledge of data processing practices; ability to interpret code and policy; ability to organize and review the work of subordinate employees; and ability to establish and maintain effective working relationships with the general public, employees, peers and management.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:** Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines. Occasional air or motor transportation to attend meetings. Regular and frequent contacts made with all organizational levels (internally and externally) for the purpose of achieving organization goals and mission, requiring interpretation of policy and possibly committing the organization to a future course of action. Communication may: (a) not be cooperative, but requires tact and discretion; and (b) may cover confidential, sensitive, or controversial material; and (c) reflect need to motivate, persuade, or influence individuals or groups.

**SALARY:** Hiring Range: \$18.61 - \$22.34/ based on qualifications and experience, and internal equity.  
*Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

**DEADLINE FOR APPLICATIONS:** 10/16/2017

*Shift Type*

**Full-Time**

*Salary Range*

**Per Hour, depending on education, experience and internal equity**

*Location*

**Finance**

**Applications Accepted**

*Start Date*

**10/02/2017**

*End Date*

**10/16/2017**