



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0345

Phone: (701) 328-3290

INCOME, SALES, & SPECIAL TAXES DIRECTOR

GRADE S

SCOPE OF WORK:

Directs the administration and management of the Income, Sales, & Special Taxes Division of the Office of State Tax Commissioner. The individual in this position reports to the Deputy Commissioner.

DUTIES PERFORMED:

- Develop, implement, and maintain short and long-range goals, objectives, and plans for the Division; ensure consistency with the Department's plans and mission.
- Plan, develop, implement, monitor, and evaluate programs to meet objectives; ensure effectiveness and maintain compliance with laws and rules.
- Develop, implement, and enforce administrative rules, policies, and procedures in accordance with state laws.
- Evaluate Division activities to ensure effectiveness, efficiency, and compliance with Division and Department goals and objectives.
- Provide direction in tax administration; negotiate complex audit settlements.
- Plan for and manage the Division's fiscal and materiel resources; direct the preparation of the budget; coordinate with Division supervisors on implementation and monitoring of the budget.
- Collaborate with other department managers and other agencies to ensure coordination of activities and cooperation to strive toward common goals.
- Ensure appropriate staffing levels; manage assigned staff; provide leadership, guidance, and mentoring to supervisors in the Division; develop and implement work standards; implement performance management measures; provide for training of staff; assign work duties as appropriate.
- Confer with taxing authorities of other states on current tax requirements to formulate policy and determine need for legislative or administration action.
- Propose legislation to the Commissioner; monitor tax-related legislation; assist in and prepare fiscal notes; testify in representation of the Department at legislative committees and hearings; develop strategy to implement legislation.
- Represent the Department at state and national meetings and conferences; serve on various committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

A bachelor's degree in business or public administration, accounting, economics, statistics, or a similar field, and five years of work experience in a business environment performing duties similar in complexity to those listed. Experience must have included management of professional-level staff and responsibility for significant input to policy and decision-making impacting a major segment of an organization. A master's degree in one of the fields above may substitute for one year of the work experience requirement.

Eff. Date: 3/83

Rev: 1/00 – Word processing conversion

Rev: 3/05 – Revised scope, duties, min quals, and factoring; deleted 0333 Income Tax Director and incorporated into this class.

Rev: 7/12 – Conversion to Hay System