State of Washington
Department of Revenue
Exempt Management Service
Employment Opportunity
1025 East Union SE PO Box 47463
Olympia, WA 98504-7463
(360) 570-6181 TDD/TTY (360) 664-0580

ASSISTANT DIRECTOR - Audit Division

The Washington State Department of Revenue, located in Olympia Washington, is searching for an experienced leader to assume the role of Assistant Director for the Audit Division. The Assistant Director is the highest level of management within the Audit division and is responsible for all division operations.

COMPENSATION

This position reports to the agency's Deputy Director and is exempt from civil service law. Salary for this position pays up to $78,876 annually depending on qualifications. We offer a solid benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life and long-term disability insurance coverage options.

LOCATION

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Olympia offers a big city with a small town atmosphere. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

OVERVIEW

The WA State Department of Revenue's mission is to fairly and efficiently collect revenues and administer programs to fund public services and advocate sound tax policy.

The taxes administered by the WA State Department of Revenue depend upon voluntary compliance by taxpayers. The purpose of the Audit division is to verify reporting accuracy, correct improper reporting, deter tax evasion and promote voluntary compliance by educating taxpayers. Principle categories of excise taxes regularly and routinely audited include sales and use, business and occupation (B&O) and public utility excise taxes. However, this division also audits for miscellaneous and other excise taxes, such as leasehold, forest, fish, cigarette, litter, hazardous substance, petroleum products, and oil spill response; and for tax credit and deferral programs such as investment projects, economic assistance, and cogeneration facilities.

POSITION OBJECTIVE

This position will provide the vision and leadership necessary to plan, manage and direct the activities within the Audit division. This includes ensuring accurate application of tax laws and rules and ensures uniform collection of taxes for the various tax classifications. The Assistant Director of the Audit division is responsible for managing a staff of approximately 275 employees including those located in major cities across the United States and manages a biennial budget of $40,000,000.

PRINCIPAL RESPONSIBILITIES

- Provide strategic direction and oversight of audit activities for the agency.
- Serve as a member of the agency Strategy Team that is comprised of all of the agency's Assistant Directors, Deputy Director and Agency Director which develops and sets agency policy and overall agency direction.
- Reviews and approves recommendations of field audit operations including improvements in standards and procedures affecting audit processes.
- Serve as the appointing authority for the Audit division on human resource matters.
- Provide input into decisions affecting tax policy including legislative decisions, litigation decisions and agency policy decisions articulated through rules or excise tax advisories.
- Maintain positive relations with the business community including industry and tax professional organizations.

DESIRABLE QUALIFICATIONS

- Demonstrated success as a leader and mentor including five years of experience managing a diverse staff.
- Proven project management, interpersonal, communication, presentation and problem solving skills.
- Ability to work collaboratively and effectively with others to develop strategies that will produce measurable improvement in business results in support of the agency and division mission and goals.
- Experience in management and supervision with regard to human resource management practices and principles including affirmative action and workplace diversity.
- Experience in planning, monitoring and managing a large budget.
- Experience in building relationships with external constituents.
- Knowledge of auditing practices and principles.
- Knowledge of tax principles and law.
- A Bachelor's degree is highly desirable with professional certification a plus.

INTERESTED APPLICANTS SHOULD SUBMIT

1. A letter of interest (no more than two pages) with a description of your demonstrated ability to meet the desirable qualifications;
2. A resume listing names of employers, dates of employment and education;
3. A minimum of three employment references with current telephone numbers: one supervisor, one subordinate and one person outside of your immediate work environment; and
4. The attached Applicant Profile Data Form. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

This recruitment will be open until the position is filled. Candidate evaluation will be ongoing and may be to the applicant's advantage to submit materials expeditiously. To ensure consideration, please submit the requested application materials by August 22, 2002, to:

WA STATE DEPARTMENT OF REVENUE
OFFICE OF HUMAN RESOURCES
ATTN: ERIC MAGBALETA
PO BOX 47463
OLYMPIA, WASHINGTON 98504-7463
FAX: (360) 664-0658 or e-mail: ericm@dor.wa.gov

For more information about the WA State Department of Revenue, or other career opportunities, please visit our web site at ***http://dor.wa.gov****.*

THE WA STATE DEPARTMENT OF REVENUE IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, RACIAL AND ETHNIC MINORITIES, PERSONS OF DISABILITY, PERSONS OVER 40 YEARS OF AGE, AND DISABLED AND VIETNAM ERA VETERANS ARE ENCOURAGED TO APPLY. PERSONS OF DISABILITY NEEDING ASSISTANCE IN THE APPLICATION/TESTING PROCESS, OR THOSE NEEDING THIS RECRUITMENT ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CALL SANDY DAVIS AT (360) 570-6175, TDD/TTY (360) 664-0580.

State of Washington

Department of Revenue

APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name:_____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

❑ Aleut	❑ Cambodian	❑ Filipino	❑ Hispanic	❑ Korean	❑ Spanish
❑ Asian	❑ Chinese	❑ Guamanian	❑ Indian	❑ Laotian	❑ Vietnamese
❑ Black	❑ Eskimo	❑ Hawaiian	❑ Japanese	❑ Latino(a)	❑ White

❑ Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

❑ Multi-Racial _____

(Affirmative Action Preference)

2. Are you: ❑ Male ❑ Female

3. Have you ever been on active duty in the U.S. Armed Services? ❑ Yes (if checked, see 3a and 3b) ❑ No

3a. Dates served: from:_____ to _____

3b. Are you a disabled veteran? ❑ Yes (____ %) ❑ No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? ❑ Yes ❑ No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? ❑ Yes ❑ No

Date of Birth:_____/_____/_____

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.