



*State of Washington
Department of Revenue
Exempt Management Service
Employment Opportunity*

6500 Linderson Way SW Tumwater, WA/
PO Box 47463 Olympia, WA 98504-7463
(360) 725-7494 TDD/TTY (360) 664-0580

ASSISTANT DIRECTOR – Property Tax 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 Property Tax Division. The Assistant Director is the highest level of management within the Property Tax 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 \$82,820 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 Washington 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 Property Tax Division oversees the administration of property taxation at the state and local levels, including the development of rules, guidelines, and manuals affecting the assessment and taxation of property. Other activities include conducting county assessment ratio studies to set the state school levy and to equalize the value of utilities to local taxing districts, provide appraisal assistance to counties, and administering property tax exemptions for nonprofit organizations and the deferral program for senior citizens and disabled persons.

POSITION OBJECTIVE

This position will provide statewide leadership in the administration of property tax law and direct the activities of all Property Tax Division personnel in the fulfillment of assigned Department responsibilities. The Assistant Director of the Property Tax Division is responsible for managing a staff of approximately 55 employees including those located in major cities across the state and manages a biennial budget of \$10.5 million.

PRINCIPAL RESPONSIBILITIES

- Provides strategic direction and oversight of all property tax programs for the agency.
- Serves 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.
- Assures that statutory requirements are being met in a timely and effective manner that meets or exceeds customer expectations.
- Serves as the appointing authority for the Property Tax Division on human resource matters.
- Provides input into decisions affecting tax policy including legislative decisions, litigation decisions, and agency policy decisions articulated through rules or property tax advisories.
- Maintains positive relations with the business community including industry and tax professional organizations.

DESIRABLE QUALIFICATIONS

- Demonstrated success as a leader, motivator, 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 short and long-range planning, monitoring, and managing a large budget.
- Experience in building relationships with external constituents.
- Knowledge of property tax laws, rules, and regulations.
- Knowledge in the areas of property valuation, general real estate, accounting, law, and financial analysis.
- Knowledge of the legislative process and an understanding of the political environment.
- 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.

Application materials must be received in the Office of Human Resources by 5:00 PM on September 29, 2003. The hiring authority reserves the right and may exercise the option to make a hiring decision prior to this date. Candidate evaluation will be ongoing and may be to the applicant's advantage to submit materials as soon as possible to:

**WASHINGTON 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 Washington State Department of Revenue, or other career opportunities, please visit our web site at <http://dor.wa.gov>.

THE WASHINGTON 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 OR TESTING PROCESS, OR THOSE NEEDING THIS RECRUITMENT ANNOUNCEMENT IN AN ALTERNATIVE FORMAT, MAY CONTACT THE OFFICE OF HUMAN RESOURCES AT (360) 725-7499, 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".*

- | | | | | | |
|--------------------------------|------------------------------------|------------------------------------|-----------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Aleut | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian | <input type="checkbox"/> Indian | <input type="checkbox"/> Laotian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Black | <input type="checkbox"/> Eskimo | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Japanese | <input type="checkbox"/> Latino(a) | <input type="checkbox"/> 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.