



Revenue Careers



Tired of Diminishing Returns? Invest in a Great Career at Revenue!

Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

Position: Special Programs Manager (WMS 3)
Division: Special Programs

Location: Olympia, WA
Notice: WMS 05-0014

Opens: October 28, 2005
Closes: November 30, 2005

Primary Duties:

This position is responsible for the daily management of the statewide miscellaneous tax, forest tax and unclaimed property programs including the direct supervision of 5 program units and support staff. Develops and implements operational policies and procedures. Develops and recommends program policies and procedures. Coordinates the administration of 13 diverse statewide programs including the business account administration, claim processing, statewide compliance and audit functions. In the absence of the Special Programs Assistant Director, this position will have authority to administer all Special Program Division matters.

Compensation:

\$66,713 - \$81,536 annually (WMS 3), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Desired Qualifications (Knowledge, Skills & Abilities):

Desired candidates will have substantial working knowledge of management principles, public administration, communication techniques, budget management, training needs assessment, personnel rules and laws and rules of a diverse set of tax and fiduciary programs.

Knowledge of:

Advanced management principles including organization, quality and customer service, communication techniques, cost-benefit analysis, meeting management and project management.

Washington State Laws regarding the diverse programs found in the Special Programs Division, and the regulations, policies, determinations, court decisions and federal laws affecting those

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at www.dor.wa.gov

How to Apply

E-mail: jobs@dor.wa.gov

FAX: (360) 664-0658

Mail: Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

statewide programs.

National initiatives and issues affecting the assigned programs. This is particularly important in cigarette, estate and unclaimed property programs.

Personnel administration matters including civil service rules, collective bargaining agreement, diversity programs, and employee training.

Public administration matters including budget management, legislative procedures and protocol, stakeholder management and an understanding and appreciation of the political environment.

Skills and Abilities:

Ability to strategically think, plan and implement projects both long and short term for improving efficiency and effectiveness of assigned programs.

Ability to recognize, understand and operate in the political environment surrounding the assigned programs. Ability to work effectively with high level officials in Washington State, local, federal and other state governments.

Ability to motivate, direct and lead managers and employees in performing multiple and diverse tasks and projects. Committed to mentoring and training employees. Strong belief in team management concepts and quality principles and processes.

Strong communication skills including good writing and verbal skills. Ability to interpret regulatory laws and rules.

A proven ability to anticipate, mediate, negotiate, and prevent conflict, both internally and externally of the Division.

An ability to work independently and make decisions, while remaining aware of the primary responsibility to keep the Assistant Director apprised of significant issues.

The successful candidate will have at least a Bachelor's degree involving major study in business or public administration, real estate, economics, finance, accounting or closely allied field and three years of management experience.

How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

In addition, provide a response of no more than two pages in total to the following:

- 1) Describe your leadership philosophy including motivating staff and achieving results.
- 2) Describe a situation in which you worked collaboratively with groups or individuals outside of your immediate work organization. Explain the problem or situation, your specific role, and the results achieved.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> 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 the closing date of the recruitment announcement to the following address:

Submit Applications to:

E-mail: jobs@dor.wa.gov
please indicate position title in subject line

Fax: (360) 664-0658
please indicate position title on cover

Mail: State of Washington Department of Revenue
Office of Human Resources
Attention: Recruitment
P.O. Box 47463
Olympia, WA 98504-7463

Special Note:

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

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, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.