

Fairfax County Government Job Announcement

Deputy Director Tax Administration

Salary - \$137,988.86 - \$241,480.51 Annually

Location - FAIRFAX (EJ32), VA

Job Type - FT Salary W BN

Job Number - 25-00421

Department - Tax Administration

Opening Date - 02/15/2025

Closing Date - 2/28/2025 11:59 PM Eastern

Pay Grade - M05

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4826232/deputy-director-tax-administration?keywords=deputy%20direc&pagetype=jobOpportunitiesJobs>

Job Announcement

This position assists the director in managing and supervising the functional areas of the Department of Tax Administration; develops management policy, goals, and strategies for the department. This includes direct management and supervision of activities associated with revenue producing assessment and collection programs. Assists the director in budgetary analysis, procurement and contract administration, human resources management, and information technology administration. Acts in the director's absence and performs related work as required. This position works under the general direction of the director of Tax Administration.

Illustrative Duties

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Assists the Department of Tax Administration Director in the administration of revenue producing assessment and collection programs (i.e., Personal Property, Business Personal Property, Business, Professional, and Occupational Licenses, Tax Relief, and Real Property Assessment) as directed by the Code of Virginia and Fairfax County Code, ensuring equity and uniformity in their application; In conjunction with the DTA Director, provides leadership and direction for the agency on policy development, strategic planning, organizational development, and performance goals; In collaboration with the DTA Director, leads the development and justification of the agency's annual operating budget; Provides general direction concerning the work efforts of assigned divisions and sections; Interprets and enforces the Code of Virginia, Fairfax County Code, and the Virginia Constitution in

all aspects of local taxation;
Coordinates legislative initiatives and responses for DTA;
Supports and promotes the One Fairfax Policy and recommends strategies to better align DTA with countywide goals and priorities;
Interacts extensively with the Board of Supervisors, the Senior Leadership Team, Department Heads, other officials, and the public concerning matters under the purview of DTA;
Prepares for and presents to County Board of Supervisors (or committee) regarding areas of expertise and responsibility.

Required Knowledge Skills and Abilities

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all- inclusive list.)

Extensive knowledge of public administration principles; management methods and practices to include public finance, budgeting, human resources, contracts administration, project management and business operations;
Extensive knowledge of the laws and procedures of local and state tax administration;
Considerable knowledge of real estate, personal property, and Business, Professional and Occupational License (BPOL) assessment techniques;
Knowledge of assessment-related automated systems;
Knowledge of and ability to perform statistical and quantitative analyses;
Knowledge of finance techniques, principles, and practices;
Knowledge of organization management and personnel administration;
Ability to supervise the development and installation of taxation administration systems and procedures;
Ability to analyze and interpret fiscal and accounting data and reach sound conclusions;
Ability to plan, organize, train, coordinate, and direct the work of professional, technical, and administrative personnel;
Ability to plan, organized, coordinate, and direct the activities of an agency with diverse functions and programs;
Ability to establish and maintain effective relationships with division directors, assistant directors, managers, supervisors, contemporaries, subordinates, and other government personnel and the public;
Substantial customer service experience.

Employment Standards

MINIMUM QUALIFICATIONS:

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or a related field with coursework in business, finance, accounting, and quantitative analysis; PLUS, seven years of progressively responsible professional experience in financial or local/state tax administration, five years of which must have been in a management or supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to this position will be required to complete a criminal background check and a credit check to the satisfaction of the employer.

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

PREFERRED QUALIFICATIONS:

- Experienced in leading and/or managing a large organization.
- Proven success in building and fostering business relationships.
- Experienced in facilitating resolution of complex technical issues amongst external and internal stakeholders.
- Experience managing finance, procurement and contract administration, human resource management, and/or information technology administration.
- Experience managing a complex financial program that entails math, interpretation of legal statutes and quality control measures (such as: the assessment of individual personal property; tangible business personal property; and, business, professional and occupational license taxes; and real estate).
- Experience contributing to strategic planning, business process improvement efforts and implementation, and change management.
- Solid understanding of the business tax and real estate assessment process and tax laws/policies.
- Ability to negotiate, problem solve and deliver creative solutions.
- Prior experience working in or with local government.
- Excellent verbal and written communication necessary.
- Experienced in presenting complex reports to senior management and boards.

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature; however, job entails walking, standing, sitting, climbing stairs, reaching and bending. Uses hands to grasp, handle, or feel. Incumbent must be able to operate keyboard driven equipment and computer. Visual acuity is required to read data on a computer monitor. Employee may be required to lift up to 15 lbs. Ability to communicate with others verbally and in writing. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel Interview and may include a practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov. EEO/AA/TTY.