

**ASSISTANT DIRECTOR OF
FINANCE – TREASURER–TAX
COLLECTOR
Glenn County - California**



ANNUAL SALARY

\$81,556.80 – \$99,132.80



Distinguishing Characteristics

This is a senior position and reports directly to the Director of Finance. The incumbent is responsible for managing the Treasurer/ Tax-Collector division of the Finance Department. This Division includes the Treasurer, Tax-Collector, and Investment functions. This is a non-represented position.

IDEAL CANDIDATE

The ideal candidate will have possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant is desirable. Also, this person will have recent government administrative experience in banking or investment management.

The Department of Finance is committed to provide high level service to our customers including taxpayers, county departments and county vendors in a professional, fair and consistent manner.

As a division of the Department of Finance, the Treasurer/Tax Collector division is responsible for the collection of property taxes and management of public funds.



EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in accounting, banking, investment management and/or taxation, including two years of administrative and supervisory responsibility.

Education/Training:

Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.



EXAMPLES OF DUTIES

Oversees the daily functions of the Treasurer/Tax-Collector's office, ensuring effective and efficient office operations and compliance with all applicable federal, state, and local laws, codes, and regulations related to County fiscal operations.

Plans, develops, and evaluates division's goals, objectives, policies, and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures the Treasurer/ Tax-Collector division's activities follow all applicable laws, policies, and regulations.

Directs the Treasurer/ Tax-Collector division's operations; evaluates issues and recommends solutions; prioritizes and assigns projects; identifies and communicates strategies, goals, and objectives.

Assures the accuracy and quality of the Treasurer/ Tax-Collector division's work products.

Consults with and assists the Director of Finance in the planning, coordinating, and administration of the Treasurer/ Tax-Collector division.

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

There are approximately 525 full-time equivalent employees and a total annual budget of over \$203 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

BENEFITS

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours after 12 complete years of service.
- 96 hours per year of paid sick leave.
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- \$50,000 County paid term life insurance.
- The County offers vision and dental insurance for employees.
- The County coordinates with EDD SDI for short-term disability insurance.

Summary of Benefits for
Non-Represented Employee



Applications will be accepted until: **5:00 p.m., September 9, 2022.**

A complete application packet MUST include:

• **A Glenn County Employment Application**

• Résumé • Cover Letter • Transcripts

To apply for this job opportunity, submit a completed County of Glenn application packet for Employment online at calopps.org or to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT.