



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

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**JOB ANNOUNCEMENT: Deputy Director, Department of Taxation
Division of Local Government Services**

The Nevada Department of Taxation, located in Carson City, Nevada, is searching for an experienced leader to assume the role of Deputy Director for the Division of Local Government Services. The Deputy Director reports to the Executive Director of the Department of Taxation.

Compensation

The position is an unclassified, exempt position. Salary for this position pays up to \$110,711 annually, depending on qualifications. The benefit package 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.

Overview

The Department of Taxation's mission is to provide fair, efficient and effective administration of tax programs for the State of Nevada in accordance with applicable statutes, regulations and policies.

The Division of Local Government Services 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. In addition, the Division administers the net proceeds of minerals tax, as well as the valuation of complex companies of an interstate or intercounty nature and billing and collection activities. The Division also oversees the administration of the real property transfer tax by county recorders, oversees the financial administration of approximately 265 Nevada local governments and provides property tax revenue rate regulation.

Other activities include conducting county assessment ratio studies to improve the equalization of property values, conducting audits of net proceeds of minerals, administration of the property tax appraiser certification and continuing education program; and providing staff services to the State Board of Equalization, Appraisal Certification Board, Committee on Local Government Finance, and the Nevada Tax Commission. The Division has six sections: Centrally Assessed Properties, Local Government Finance, Locally Assessed Properties, Audit, Publications and Education, and Boards and Commissions.

Principal Responsibilities

The Deputy Director, in consultation with the Executive Director will provide statewide leadership in the administration of property tax, real property transfer tax, and net proceeds of minerals tax law and direct the activities of a staff of 35, of which 33 are professional level positions. In addition, the incumbent will:

- Provide strategic direction and oversight of all property tax, real property transfer tax, net proceeds of minerals, audit, and financial oversight of local government programs for the agency.
- Assure that statutory requirements are being met in a timely and effective manner that meets or exceeds customer expectations.
- Serve as the appointing authority for the 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 guidance letters.
- Maintain positive relations with local government officials, including county assessors, treasurers, recorders, and finance officers; as well as the business community including industry and tax professional organizations.
- Write the decision letters of the State Board of Equalization.

Desirable Qualifications

- Proven project management, interpersonal, communication, presentation, and problem solving skills. Makes decisions based on good judgment.
- Ability to work collaboratively and effectively with others to develop strategies that will produce measurable improvement in business results in support of the agency mission and goals.
- Experience in management and supervision with regard to human resource management practices and principles.
- Experience in short and long-range planning, monitoring, and managing a budget.
- Experience in building relationships with external constituents.
- Knowledge of property tax laws, rules, and regulations.
- Knowledge of net proceeds of minerals tax laws, rules, and regulations
- Knowledge of real property transfer tax laws, rules, and regulations
- Knowledge in the areas of property valuation, general real estate, accounting principles, law, and financial analysis.
- Knowledge of the legislative process, administrative rule-making, and an understanding of the political environment.
- A Bachelor's degree is highly desirable with professional certification as a property tax appraiser a plus.
- Skilled in Word, Excel, PowerPoint, ability to write, and willingness to travel.

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

Submit Letter of Interest/Resumes/Direct Inquiries to:

Nevada Department of Taxation

Att: Tina Padovano

1550 E. College Parkway

Carson City, NV 89706

or email to: tpadovano@tax.state.nv.us

In subject line please reference: Deputy Director