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| WORKING TITLE: SENIOR MANAGEMENT ANALYST | CLASSIFICATION: SENIOR MANAGEMENT ANALYST |
| DEPARTMENT: TAXATION | DIVISION: ASSESSMENT & TAXATION |
| PAY RANGE: NBYCM 23 | FLSA CATEGORY: EXEMPT |
| PHYSICAL REQUIREMENTS: ATTACHED | WORKERS COMP CODE: 8810 |
| PPE: PER WORK LOCATION | REVISION DATE: FEBRUARY 2026 |

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs advanced technical and professional level management support functions including property special assessment, and property tax exemptions program oversight and development. Prepares required reports on complex tax levies, tax billing, and tax collection issues. Develop policies, collects data, keeps records, and prepares reports. Analysis annual tax data and prepared forecast models on future tax revenue. Represents County interests before diverse groups. May work with a variety of internal and external stakeholders in providing technical management assistance.

SUPERVISION RECEIVED:

Works under the general supervision of the County Assessor and Deputy Tax Collector.

SUPERVISION EXERCISED:

May supervise technical and clerical support employees. May coordinate projects and develop teamwork with other internal and external stakeholders.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Develops and implements property tax programs that are identified in state law, or as directed by the county Board of Commissioners.
- Oversees all facets of Urban Renewal Zones, Enterprise Zones, and Strategic Investment Plans. Including program analytics, tax levy, billing, collection, and reporting.
- Oversees all facets of the Special Assessment and Deferral programs and works to improve the efficiency and effectiveness of the programs.
- Oversees all facets of the county's property tax exemption programs and works to improve the efficiency and effectiveness of the programs.
- Analyze and report on the impact of Special Assessments, deferrals, and exemption programs.
- Develop and maintain a paperless workflow with standardized indexing and imagery storage.
- Adhere to retention requirements established by the Oregon Secretary of State, and Archivist.
- Maintains thoroughly documented procedures and policy manuals for the Tax Office
- Advises and assists department heads on proper discipline and hiring practices.
- Prepares periodic management and/or special reports.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Oregon Property Tax Administration
- Property Tax Levy and Computer-Aided Mass Appraisal Platforms.
- Budgeting including knowledge of Oregon Local Budget Law.
- Oregon Special Assessment and Deferral Programs.
- Oregon Property Tax Exemptions
- Oregon Veteran's Property Tax Allowances
- Oregon Building Code Division Requirements Manufactured Homes
- Oregon Cadastral Mapping
- Techniques of Active Management and Performance Measurements.

SKILLS IN:

- Comprehensive understanding of accounting and ERP Platforms.
- Comprehensive understanding of financial management.
- Data analytics and modeling.

ABILITY TO:

- Supervise a staff of technical and clerical positions.
- Organize, plan, direct, review, and provide feedback for the work of office personnel.
- Establish and maintain effective working relationships with subordinates, managers, department heads, and administrators.
- Actively manage personnel, processes, and routine reporting.
- Professionally analyze data in MS Excel. Model data for forecasting internally as well as for external financial stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree with an emphasis in business, accounting, or data analytics, AND two years' experience in property tax levy, billing, collection, and or distributions. Experience with personnel, program management, and performance reporting. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to the successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbents may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, and possibly contagious diseases.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.