

**DESCRIPTION:** Under administrative direction, administer, direct, organize, and coordinate multiple sections within the Nebraska Department of Revenue. This class reports directly to a Director, the Deputy Tax Commissioner, or the Tax Commissioner. Regularly participate in high level policy decisions that impact across tax programs, services, and agency functions and engage in broad, overarching strategic planning, and system analysis; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Perform administrative functions required to support the operations of multiple sections. Focus is less on day-to-day operations and more on broader, overarching strategic planning, and system analysis. Develop policies of significant scope and impact, lobby for changes or enhancements for sections or division or agency staff and external partners including elected officials and use significant judgment to resolve problems and identify new and major program initiatives. Decisions made at this level have a major impact on agency operations. Develop policies of significant scope and impact; and use judgment to resolve problems and identify new and major function initiatives. Interface typically occurs with other divisions, agencies, and with taxpayers and their representatives.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Participates with the Division Director to establish, direct and control activities of multiple sections of a division consisting of diverse, statewide functions by developing and administering objectives, strategic plans, policies and priorities; securing and allocating resources and budgets necessary to carry out the goals and objectives mandated by laws, regulations, or established priorities; and oversee and monitor the work of subordinate managers/supervisors/work leaders and/or other division staff.

Establishes and monitors division policies, operating procedures, objectives, goals, and priorities necessary to ensure functions meet overall mission of agency and associated tax programs; coordinates activities of agency staff, vendors, contractors and other external partners to ensure functions meet agency mission and goals; reports on function accomplishments to the executive management of the agency and justifies critical function changes.

Interacts and collaborates with taxpayers, taxpayer representative, government officials, and vendors regarding planning for and providing effective function services with high visibility and interest issues; negotiates with and influences others in a diversity of competing interests to obtain cooperation/agreement.

Collaborates with agency staff, subordinate managers and supervisors, Revenue Division Managers, Directors, the Deputy Tax Commissioner, and the Tax Commissioner on function issues and problems where errors have the potential to affect operations agency-wide.

Supervises Revenue associates and selects subordinate managers/supervisors/work leaders and key employees, represents agency management in dealing with employee relations issues such as grievances, complaints, and other personnel matters.

## G29100 – REVENUE DIVISION MANAGER (continued)

Performs strategic and long-term planning for assigned sections and establishes long-range function requirements and objectives; utilizes management tools to evaluate organizational performance relative to planned objectives and goals; and identifies and structures the direction functions should take to provide necessary products or services.

Directs and conducts studies and research, reviews findings, and prepares reports and other publications to investigate and assess function and taxation trends, issues, and function objectives and accomplishments; develops and implements new and major initiatives.

Communicate decisions that have considerable impact on the total operations of the agency and that require significant judgment and interpretation of broad and unrelated guidelines to be applied to emergency, critical or unexpected situations where errors in judgment could cause significant disruption or risk to the agency.

May represent the agency at national and state meetings or other informational sharing events as the subject matter expert to ensure information regarding agency functions and tax programs are accurately conveyed; may participate as a member of a national, state or local community organization board or committee.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: federal and State laws and regulations and business practices and resources relevant to the directed function; quality assurance/performance improvement principles and programs and methods of analyzing continuous improvement; business and management principles including strategic planning, resource allocation, human resources, leadership and coordination of people and resources; principles of supervision and staff development; budget administration practices.

Skill in: communicating to convey information so others will understand; using logic and reasoning to identify strengths and weaknesses of alternative solutions; identifying complex problems to develop and evaluate options and implement solutions.

Ability to: learn, apply and interpret agency policies and procedures; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; identify and analyze organizational and operational problems and develop and implement timely and economical solutions; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; perform high level analysis; apply principles of logic or synthesis functions involving planning and direction of interrelated activities in multiple departments; identify and integrate concrete and abstract variables to formulate approaches to major problems; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain satisfactory working relationships with managers/administrators, professionals, elected officials and the public at large; plan, assign and supervise the work of others.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in accounting, finance, business administration, public administration, law, or other related field, plus two years of revenue function or tax program experience, and four years of experience coordinating, leading, or supervising others. Progressively responsible experience with Revenue functions or tax programs may be substituted for formal education on a year-for-year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).