

**ASSISTANT COMMISSIONER, PROPERTY EXEMPTIONS (FINANCE)**

**General Statement of Duties and Responsibilities**

Under executive direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for the administration of property exemptions and abatement programs for the agency. All personnel perform related work. This is a management class position.

**Examples of Typical Tasks**

Administers the agency's commercial and personal exemptions and abatement programs; creates programs and procedure to ensure compliance with all laws and policies

Directs and coordinates all office services and general administrative functions. Assists the Executive Leadership in formulating Department policy and in translating that policy into a working program

Assists with policy development, creates clear reports for deliverables and service standards

Partners with internal and external groups to provide payment options and services

Develops risk mitigation and relevant operational practices.

Prepares and produces periodic management reports.

**Qualification Requirements**

1. A Master's degree from an accredited college in economics, finance, business or public administration, human resource management, management science, operations research, organizational behavior, political science, urban studies or a

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(continued)

**Qualification Requirements** (continued)

closely related field, and two years of satisfactory full-time professional experience in on or a combination of the following: economic or financial administration, fiscal or economic research, management or method analysis, operations research, organizational research or program evaluation; in public administration, 18 months which must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the area described above; or

2. A baccalaureate degree from an accredited college in the areas described in "1" above and four years of professional experience in the areas described in "1" above, including 18 months of experience in an executive, managerial, administrative, or supervisory capacity.

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive Class.