

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

Page 1 of 3

POSITION DESCRIPTION

Position Title: Tax Incentives Team Lead/TIRC Rep.	Pay Grade: 6 Starting Salary: \$48,755.20
Dept./Div.: Appraisal	Employment Status: Full-time
Reports to: Data & Incentives Supervisor	FLSA Status: Non-exempt
Civil Service Status: Bargaining Unit	EEO Status: 03 – Technician

CLASS DESCRIPTION:

Under general supervision of the Data & Incentives Supervisor, the Team Lead/TIRC Representative performs a variety of duties in the area of tax incentives, such as representing the Auditor's office in TIRC meetings, serving as the main point of contact between the Auditor's office and each municipality in Franklin County, training, assisting and leading team in maintaining the values, documents and spreadsheets regarding abated parcels, Public Utility and Railroad parcels; aids nonprofit corporations in obtaining tax exemption from real estate taxes; processes new TIF applications; possesses knowledge of aspects of the CAUV program and its processes; performs other related duties as required.

QUALIFICATIONS:

An example of acceptable qualifications:

Completion of Bachelor's degree preferred; three (3) or more years of related experience and/or training; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Microsoft Excel, Internet Explorer, RMS, IAS, On Base, MUNIS, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

- 45% (1) Prepares requests for abatement and TIF TIRC reports for municipalities; Answers municipality questions regarding TIRCs and TIRC Abatement and TIF reports; Communicates with the Auditor's designee and the relative municipality contact; Confirm municipality has provided all the proper and required documents to the TIRC members; Check information provided by municipality to TIRC members for accuracy; Attends and take notes of all TIRC meetings; Follow up with each municipality after TIRC
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Page 2 of 3

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meeting is complete; Work with economist on tax incentive research for TIRC report including but not limited to providing data; writes annual TIRC report; updates Tax Incentive Hub website with new TIRC information.

- 25% (2) Assists Supervisor with overall managing the work and implementing processes required to complete the annual tax incentive workflow. Identifies and executes new improvements in processes and procedures to better improve the tax incentive team and/or overall department functions. Addresses staff needs for training and development; sets performance standards and improvement plans; meets with team on a regular basis allowing time for questions and understanding; communicates with the Supervisor regarding daily responsibilities, calendar, workload, etc.
- 20% (3) Train, lead or assist team in various Tax Incentive functions, such as maintaining the values, documents and spreadsheets regarding abated parcels, Public Utility and Railroad parcels; aids nonprofit corporations in obtaining tax exemption from real estate taxes; and process new TIF applications; maintain current TIF's; knowledgeable of the CAUV process and functions.
- 5% (4) Performs customer service functions, both externally to members of the general public and local government, as well as internal to the Auditor's Office and other county agencies (e.g., handles questions and inquiries in person, on the phone and via email and refers customers to other areas as appropriate).
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licensures and certification, if any.
- (7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (9) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; office practices and procedures; *Ohio Revised Code (applicable Auditor's duties); government regulations relating to abatements and County Real Estate operations; appraising; Excel- intermediate level preferred; property taxes; assessed values.

Skill in: computer operation; use of modern office equipment; operation of data processing equipment.

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Page 3 of 3

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Ability to: develop and maintain effective working relationships; perform job safely; maintain a high level of organization; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; train or instruct others; communicate effectively in oral and written form; resolve complaints from angry citizens; travel to and gain access to worksite.

POSITION DIRECTLY SUPERVISED:

None.

Employee Signature:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.
