



## The Virginia Department of Taxation PROPERTY TAX DIRECTOR

The Virginia Department of Taxation ("Virginia Tax") seeks qualified professionals to apply for the position of Property Tax Director. This is an opportunity to join one of the nation's leading tax agencies as we serve the public, funding Virginia's today and tomorrow. This brochure provides background information on the agency, as well as the requirements and expected qualifications for the Property Tax Director position. Additional information about Virginia Tax can be found on their website: <https://www.tax.virginia.gov/>

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references, at: [www.jobs.virginia.gov/](http://www.jobs.virginia.gov/). Search by position title ("Property Tax Director") or by requisition number ("504199"). Position is open until filled with first review of applications on May 19, 2023. Questions regarding this opportunity may be directed in confidence to the Executive Recruiter working with Virginia Tax.

GovHR USA  
Maureen Barry, Senior Vice President  
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### AGENCY OVERVIEW

Virginia Tax, headquartered in Richmond, Virginia, is the largest of four agencies in the Finance Secretariat, with a clear role in the state's strong financial management that has resulted in its highly respected 'AAA' credit rating. Virginia Tax has more than 770 full-time employees with a 2023 budget of \$127 million. The agency's workforce is typically long tenured and takes pride in the cooperative, family environment for which the organization is known.

Virginia Tax administers 37 state and local taxes, including individual and corporate income taxes, sales and use taxes, and miscellaneous excise taxes. Over 8 million citizens rely on the revenue collected to fund government services that affect their daily lives. Agency employees work directly with individual

and business taxpayers, retail organizations, local governments, members of the General Assembly, the Attorney General's Office, and the Governor's Office to ensure the Commonwealth's revenue is collected and administered ethically and efficiently, through a customer-first focus and culture based on accountability, collaboration, and trust.

The Commonwealth of Virginia was also named CNBC's "Top State for Business" in 2021, its fifth time receiving such recognition since 2007. Virginia's "highly educated workforce, strong economy, and stable business environment," along with its investments in education, sustainability, and inclusiveness, have made the state an attractive destination. Virginia Tax takes great satisfaction in its contribution to that environment.



## RICHMOND, VIRGINIA

With a population of more than 230,000 residents, diverse and historic neighborhoods, and a rich assortment of cultural, artistic, and recreational attractions, the city of Richmond offers something for everyone. It is situated on the James River, less than 100 miles south of the nation's capital.

## THE POSITION IN BRIEF

The Virginia Department of Taxation ("Virginia Tax") seeks a team-oriented leader to apply for the position of Property Tax Director ("Director"). This role reports directly to the Assistant Commissioner of the Office of General Legal and Technical Services and interacts directly with the Deputy Commissioner, Chief Operations Officer, the Administration, and other key stakeholders.

As a member of the leadership team of General Legal and Technical Services, the Director manages the day to day activities of the Property Tax/Railroad & Pipeline Assessment Unit in a wide range of programs designed to assist local government in property tax assessment and administration, as well as manage for state taxation and local distribution, the assessment of the rolling stock of railroad and freight car companies and for local taxation, the assessment of the real and personal property of all railroad and interstate pipeline transmission companies (excluding noncarrier property of railroad companies which is certified to the appropriate locality for taxation). The Director is also responsible for managing the compliance oversight of the Land Preservation Tax Credit, the only transferable state tax credit with an annual statewide cap of \$100 million.

The Director will lead a dynamic team of 7-10 subject-matter experts who ensure compliance with the Commonwealth's property tax laws. The team's responsibilities include:

- Providing local advisory aid and real and personal property valuation assistance to localities statewide.
- Managing the development of fair and equitable assessments of the rolling stock of freight car line companies.
- Overseeing the equalized valuation of all real and personal property of railroads and interstate pipeline companies.

Responsibilities of this position include:

- Managing the day-to-day activities of the Property Tax/Railroad & Pipeline Assessment Unit and assisting local government in property tax assessment and administration.
- Managing state taxation and local distribution, which includes the assessment of the rolling stock of railroad and freight car companies and for local taxation, and the assessment of the real and personal property of railroad and interstate pipeline transmission companies.
- Managing the compliance oversight of the Land Preservation Tax Credit.

**Agency Mission:** Serving the public by acting ethically and efficiently in our administration of Virginia's tax laws.

**Agency Vision:** To be the nation's leading tax administration agency through a customer-first focus and a culture based on accountability, collaboration, and trust.

**Agency Strategies/Goals:** Strengthen our workforce; Improve stakeholder experience; and Optimize and re-engineer technology.

**Unit Purpose:** To ensure compliance with the Commonwealth's property tax laws by providing local advisory aid and assistance, to provide localities with property valuation assistance, and to provide fair and equitable assessments of the rolling stock of freight car line companies and of the real and personal property of railroads and interstate pipeline companies while providing quality customer service.

## EXPERIENCE & EDUCATION

### MINIMUM QUALIFICATIONS:

- Working knowledge of state and local laws, regulations, and requirements regarding property tax assessment and taxation.
- Working knowledge of Virginia statutes and case law, and administrative policies and procedures for local taxation.
- Working knowledge of the appraisal of commercial and industrial real and personal property and regulated industries.
- Experience with budget preparation and expenditure control.
- Experience leading, directing, and developing staff on complicated topics and issues.
- Ability to maintain good public relations and communicate effectively, both orally and in writing.
- Demonstrated leadership behaviors that align with the Virginia Tax values: Act with Integrity/ Strive for Excellence/Demonstrate Respect.
- Proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.

### PREFERRED QUALIFICATIONS:

- Bachelor's degree in Real Estate, Finance, Accounting, Economics, Public Administration or Business, or related field; or equivalent work experience in real estate appraisal.
- IAAO, Appraisal Institute, or a Virginia Certified General Real Estate Appraiser license.



## THE IDEAL CANDIDATE

- A demonstrated high level of honesty and integrity.
- A highly collaborative leader with a communicative, team-oriented management style.
- Able to develop, coach and mentor staff; instill an environment of trust and cooperation where employees respect one another, and the Department consistently functions with a high level of customer service.
- Confidence to lead a team of subject matter experts without necessarily having more than a working knowledge of these subject matters at the onset.
- Able to communicate complex financial information to a variety of audiences in clear, concise ways that can be easily understood by all, verbally and in writing.
- Strong public presentation experience.
- Able to build and maintain strong partnerships and relationships with a variety of internal and external stakeholders.
- A good listener with a high level of interpersonal awareness.
- Pro-active in assessing the Commonwealth and the Department's financial needs and leading efforts to plan for the future.

Did you know that over 8 million citizens rely on more than \$34 billion of revenue the Virginia Department of Taxation collects to fund government services that affect their daily lives? Virginia Tax works directly with individual and business taxpayers and local governments to ensure the Commonwealth's revenue is collected and taxes administered with fairness, diligence, and integrity.

## SPECIAL REQUIREMENTS

All Virginia Tax employees must be current with filing their tax returns ensuring they were filed in compliance with established laws, rules, and regulations. The selected candidate will be prohibited from performing tax or accounting services for compensation during or outside business hours.

Selected candidate(s) will be required to consent to and successfully pass a background investigation, which includes fingerprint-based criminal history, tax compliance, and DMV driving record (if applicable) checks. Virginia Tax participates in E-Verify.

## COMPENSATION & BENEFITS

The anticipated starting salary range is \$125,000 – \$134,000.

### **This position is eligible for a hybrid telework schedule.**

In addition to a rewarding work experience, Virginia Tax offers core benefits including competitive health and life insurance programs, pre-tax spending accounts, leave programs, a State Retirement Plan, and a tax-deferred Retirement Savings Plan with employer-matching provisions.

### **Well-qualified external candidates may be eligible for a sign-on bonus and incentives.**

Virginia Tax is an equal opportunity employer that values diversity in the workforce. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national or ethnic origin, religion, genetics, age, veteran status, political affiliation, or disability.

Reasonable accommodations are available to applicants with disabilities, if requested, during the application and/or interview process. If accommodations are needed, please contact Human Resources at 804.786.3610.

## HOW TO APPLY

Apply online by submitting a resume, cover letter and contact information for five professional references at: [www.jobs.virginia.gov/](https://www.jobs.virginia.gov/). Search by position title ("Property Tax Director") or by requisition number ("504199"). Position is open until filled with first review of applications on May 19, 2023.

This search is being managed by [GovHR USA](https://govhr.usa.gov/). Questions regarding this opportunity may be directed in confidence to the Executive Recruiter working with the Department, Maureen Barry, Senior Vice President, GovHR USA, 847-380-3240, x116.

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