



catawba county
north carolina

TAX ADMINISTRATOR

CATAWBA COUNTY is recruiting a **Tax Administrator** responsible for planning, directing, and administering a comprehensive County-wide tax program, including establishment of values for business personal and real property, maintenance of real estate records, listing and preparation of tax bills, and collection of taxes on behalf of the County and its 8 municipalities. The County's tax collection rate is 98.84%, with a revenue yield of \$108M. Planning is underway for the 2023 reappraisal. The Tax Administrator is appointed by the Board of Commissioners and is supervised by the Catawba County Manager.

We invite you to join our team in Catawba County, a place with a long tradition of transforming possibility into prosperity. Our community's creative, industrious spirit has consistently driven us to innovate and collaborate toward Making. Living. Better. Today, this looks like revitalized Mill Districts through renovating abandoned mills into thriving corporate and retail spaces; major community development projects designed to enhance walkability, livability, connectivity and aesthetic appeal; computers in the hands of all of our students; and the expansion of access to our incredible natural recreation spaces through the addition of hundreds of acres to our local park systems.

And that's just the beginning of our story.



MAKING. LIVING. BETTER.



OUR COMMUNITY

Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River, Catawba County offers the hospitality of a mid-sized community with reach that extends across a fast-growing region. With a population nearing 160,000, Catawba County is the largest jurisdiction in a four-county Metropolitan Statistical Area totaling more than 400,000 residents.

Located with easy access to Interstate 40, Hwy 16, and 321 bisecting the county, we are an easy drive to major cities, the mountains, and the coast. Thanks to this ideal location, we provide a unique opportunity to live and work in a connected, inclusive and knowable community with convenient access to urban amenities and North Carolina's beautiful outdoors.



Catawba County is an ideal home for those who have a sense of adventure and a heart for hard work: for people with a passion for making something of themselves, their community, and the future.

We are actively crafting a living and a life rich in both tradition and promise. Our work ethic is the essence of our community: if it can be made, we'll make it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be.

We appreciate where we've been and look forward to where we're headed, and we approach life with warm hospitality, humility, strong loyalty to family and community, and a fierce commitment to making a difference for the people who live and work here.

Catawba County builds futures. With three K-12 public school districts, numerous private and charter schools, an active homeschool community and significant pre-K programming, children get a great start here. That great start continues at top-ranked Catawba Valley Community College, renowned for its innovative workforce development programs. Catawba County is also home to Lenoir-Rhyne University, which offers undergraduate, graduate and doctoral programs.



With a low tax rate, increasing building permit activity, and business investment and expansion, our local economy is booming – particularly in the areas of advanced manufacturing, healthcare, and transportation and logistics. We are a comprehensive medical hub, with two medical centers and an extensive system of healthcare options, and we're also a regional shopping destination.

Catawba County truly offers something for everyone. With an exceptional amount of arts, culture, recreation and entertainment experiences for people of all ages, there's no shortage of things to do here.



OUR ORGANIZATION

Catawba County's form of governance combines the civic leadership of an elected Board of Commissioners with the managerial experience of an appointed County Manager, Mick Berry, who serves as the county's Chief Executive Officer and has 31 years of experience in Catawba County local government.

Our annual budget is approximately \$300M and covers a wide range of services, from Elections to Public Health. Additionally, we are proactively working to fill jobs and strengthen our local economy through collaborative, Board-led strategic action in critical growth areas, including water & sewer infrastructure, economic development, education, health and safety, arts and culture, parks, and community marketing.

We are a forward looking, conservative and fiscally prudent community with a pro-business and smart growth philosophy underpinning our ordinances and policies. Our property tax rate of \$0.575 per \$100 in assessed value is second lowest in our region and is lower than the average of all North Carolina counties.

Our team is comprised of approximately 1,200 full-time employees. We are professionals dedicated to serving our community in ways that reflect the values we hold. We embody our roots as doers by continually striving to do the best job possible for our residents and our community every single day.

Our approach to this work is guided by our shared commitment to four core values:

DOING WHAT'S RIGHT.

integrity, respect, transparency, professionalism

DOING WHAT MATTERS MOST.

service to others, initiative, empowerment, prioritization, authenticity

DOING IT TOGETHER.

teamwork, inclusion, stewardship, empathy, patience

DOING IT WELL.

innovation, accountability, operational excellence, continuous improvement

Don't just take our word for it.

We're **#MakingLivingBetter** in Catawba County, and others are taking notice:

- "Top 30 Best Small Cities in the U.S."
- "9th Best Place to Raise a Family in North Carolina"
- "Third Biggest Economic Gainer of 2017"
- "Top Tinsel Town in America"
- "Lowest Business Costs in the Nation for 2017"
- "Top 10 Best Places to Retire"

Check out more here: <http://www.catawbaedc.org/rankings-and-accolades>.



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MAKING. LIVING. BETTER.

makinglivingbetter.com





TAX ADMINISTRATOR

DESCRIPTION: Catawba County is recruiting a Tax Administrator responsible for planning, directing, and administering a comprehensive County-wide tax program, including establishment of values for business personal and real property, maintenance of real estate records, listing and preparation of tax bills, and collection of taxes on behalf of the County and its 8 municipalities. The County's tax collection rate is 98.84%, with a revenue yield of \$108M. Planning is underway for the 2023 reappraisal. The Tax Administrator is appointed by the Board of Commissioners and is supervised by the Catawba County Manager.

RESPONSIBILITIES:

- Implementation and oversight of county-wide reappraisal process conducted on 4-year cycle with reliance on in-house county staff, ensuring adherence to reappraisal schedule and to the commonly accepted appraisal principle of uniformity;
- Administration and oversight of tax collection activities including enforcement of applicable legal remedies (garnishments, bank attachments, etc.), management of business personal property tax audit program, and oversight of tax exemptions;
- Preparation and management of \$2.6M annual operating budget and reappraisal fund, and supervision of 25 employees responsible for various aspects of property appraisal, billing, and tax collection, with direct supervisory responsibility for 4 staff;
- Monitoring progress of delinquent tax foreclosure program handled via third-party legal services contract;
- Service as staff liaison to Board of Equalization and Review, which holds responsibility for administering a process to decide taxpayer appeals of both value and tax liability;
- Diplomatically handling taxpayer questions, complaints, and issues;
- Prepare and present analyses to elected officials, county management, and municipal governments; and
- Maintain the IAAO Certificate of Excellence in Assessment Administration

QUALIFICATIONS:

- Bachelor's degree in Public or Business Administration or a related degree and 5 years of experience in tax administration as a director, assistant director, or other advanced leadership role (i.e.: Revaluation Manager, Tax Collector, etc.)

ADDITIONAL REQUIREMENTS:

- Extensive knowledge of the principles and practices of local government taxation and of the North Carolina Machinery Act;
- Familiarity with the organization and functions of County government;
- Sound judgment in analyzing situations and making decisions involving a variety of fiscal and business areas;
- Excellent communication, both written and oral;
- Capacity to work collaboratively and maintain effective interpersonal relationships with all types of people;
- Exceptional capacity for customer service, including diplomacy, tact, patience, and empathy;
- Ability to react to changing job requirements and duties as they occur;
- Ability to obtain NC DOR County Assessor Certification within 2 years of employment and maintain continuing education requirements; and
- Willingness to establish residency in Catawba County within 6 months of appointment to position.
- ability to walk during onsite inspections/investigations.

SALARY RANGE: \$87,798 - \$144,867 (Likely hiring range up to \$115,000, depending on qualifications)

APPLICATION PROCESS: Open until filled. Initial application review: August 2, 2021.

Apply online at <https://www.catawbacountync.gov/county-services/human-resources/employment-opportunities/>