

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ADMINISTRATOR, DIVISION OF INCOME, SALES AND EXCISE TAX

I. DEFINITION

This is highly responsible and extremely complex administrative and technical work as the head of Division of Income, Sales and Excise Tax in the Department of Revenue. The work involves effectively proposing, developing, and administering statewide tax programs and providing advice and counsel to the Secretary of the Department of Revenue in interrelated areas of tax administration throughout the department. General direction is received from the Secretary who reviews performance through periodic reports, personal contact and general observation of program results.

Examples of Work Performed:

- Administratively directs all activities relating to the state income, sales, gift and excise tax laws. Coordinates the program activities of the division with other divisions in the Department of Revenue and with other state departments.
- Provides advice and counsel to the Secretary in the development of department rules, regulations and administrative policies.
- Represents the department by appearing before or consulting with representatives of other departments, legislative or administrative bodies, and clientele and professional groups; and by serving as a member of Legislative Committees dealing with tax administration.
- Develop and prepare legislation to carry out executive and legislative tax programs.
- Review and analyze management information reports on operational activities.
- Confer with Bureau Directors and administrative staff about operational problems.
- Confer with the Secretary about policy and procedural problems. Prepare and interpret management reports for review and information.
- Attend conferences with staff relating to management surveys, major procedural changes, budget programming and taxpayer public relations.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities

- Extensive knowledge of state laws and departmental rules, policies and procedures pertaining to all tax programs administered by the Department of Revenue and particularly those administered by the Division of Income, Sales and Excise Tax.
- Thorough knowledge of accounting methods and principles as they apply to departmental programs and responsibilities.
- Thorough knowledge of the basic principles and theories of finance, taxation and public administration.
- Ability to develop and direct complex taxation programs.
- Ability to exercise effective administrative direction over a large organization encompassing several divergent programs.
- Ability to interpret and enforce policies and regulations to delegate authority and fix responsibility, and to prepare clear, comprehensive and objective reports.
- Ability to establish and maintain effective working relationships with employees, officials and the public.

Training and Experience

Graduation from a college or university and six (6) years of responsible experience in income, sales and excise tax, three (3) years of which have been in tax administration work in SR1-17 or above; or an equivalent combination of training and experience.

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