



Tax Incentives Supervisor/TIRC Representative (Hybrid eligible)

Compensation: Minimum \$61,110.40

Employment Status: Full-time

FLSA Status: Exempt

Civil Service Status: Unclassified

The Franklin County Auditor's Office is seeking a Tax Incentives Supervisor/TIRC Representative to join the Real Estate Appraisal team.

Who are we?

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

What will you do?

Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes, etc.); addresses staff needs for training and development; tracks workflow for each department on a regular basis to meet department goals; establishes SMART goals, sets performance standards and improvement plans; meets with team on a regular basis allowing time for questions and understanding; presents problems or concerns to the Deputy Appraisal Director.

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 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.

Trains, leads, and assists 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; Oversees the tax incentives application process annually and may assist with processing all tax incentives to meet expected deadlines.

Directs team lead and staff 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. Ensures that all quality control measures are effective.

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).

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Answers questions from property owners concerning valuations assessed; explains methods and procedures used, re-evaluations and other related problems; answers questions via phone or in person from taxpayers and representative.

Acts as a subject matter expert and assists with computer software enhancements/testing.

Who should apply?

We encourage individuals with a bachelor's degree preferred, four (4) 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.

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

Why should you work here?

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

1. **Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.

2. **Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
3. **Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
4. **Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
5. **Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.
6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.
7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.
8. **Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.