

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Revenue Administration Section Supervisor Position Number: 20035

Location: Helena Department: Transportation

Division and Bureau: Fiscal Services Division / Revenue Services Bureau

Section and Unit: Revenue Administration Section

Job Overview:

This position administers Montana's motor fuels tax laws and oversees the collection of over \$300 million annually in fuel taxes and other revenues in compliance with state and federal regulations. This position serves as the primary contact for the department regarding motor fuel tax policy, research, and enforcement. Responsible for developing and implementing innovative tax solutions to ensure efficient collection of all legally owed taxes and fees. Manages fuel tax refunds and ensures staff follow processing procedures to ensure strong internal controls. This position reports to the Revenue Services Bureau Chief and supervises a team of 6 employees.

Essential Functions (Major Duties or Responsibilities):

Program Administration 85%

- Directs and oversees multiple motor fuels tax and revenue collection programs.
- Develop and implement short- and long-term strategies for program quality, efficiency, and compliance.
- Conducts workflow, cost and process analyses, determines specific areas of enhancement, and develops and implements operational improvements.
- Ensures adherence to state and federal laws, regulations, and administrative rules.
- Coordinates research, legal analysis, and application of statutes, rules, and court rulings.
- Proposes, tracks, and implements legislation and administrative rule changes.
- Leads communication and collaboration with internal and external stakeholders, ensuring stakeholder and program needs are understood and met.
- Manages taxpayer appeals, investigations, and enforcement actions.
- Oversees budget allocation and prevention efforts related to the fuel tax evasion grant.

- Coordinates with multiple entities to ensure proper distribution and compliance with revenue sharing agreements, Montana Code Annotated (MCA) and Administrative Rules of Montana (ARM).
- Represents MDT at industry conferences and public outreach events.
- Provides technical guidance and coordinates training for customers and stakeholders.
- Oversees the development and implementation of information systems to fuels tax and revenue collection activities and their integration with agency and statewide financial management systems.
- Assists with strategic planning and special research projects to support revenue administration goals

Supervision 10%

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Division, Bureau, and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents, or coordinates training through appropriate resources to ensure that modern technologies and operational strategies are available.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensures that Section staff complies with State and Departmental personnel rules, regulations, and policies. Resolve grievances at the lowest level whenever possible.

Other Duties 5%

Performs a variety of other duties as assigned by the Bureau Chief and Administrator in support of the Department mission and Division objectives.

Supervision

The number of employees supervised is: 6

The position number for each supervised employee is: 21041, 21044, 22007, 21046, 24002, 21030

Physical and Environmental Demands:

- Works in a typical office environment.

- Requires in and out of state travel to attend conferences.
- May require long periods of standing outside in various climates.
- May require travel extensively by car and airline in and out of state as well as Canada.

Knowledge, Skills and Abilities (Behaviors):

- In-depth knowledge of Montana statutes, administrative rules, and federal policies governing motor fuel taxes, IFTA, and refund processes.
- Understanding of the motor fuel industry, legislative procedures, and appellant rights.
- Ability to interpret and apply complex tax laws, policies, and administrative procedures to diverse situations.
- Strong analytical skills for synthesizing and resolving complex or conflicting information, including statistical and financial data.
- Effective written and verbal communication skills for managing, negotiating, facilitating, and clearly explaining technical concepts and recommendations.
- Proficiency in using computerized tax systems and managing resources through automated tools.
- Ability to plan, organize, and supervise professional and technical staff, fostering efficiency and collaboration across teams and agencies.
- Capacity to build and maintain productive working relationships with internal staff, other state and federal agencies, industry representatives, and the public.
- Skill in evaluating processes, proposing improvements, and adapting to legislative or regulatory changes.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in business or a related field.

This position requires a minimum of 4 years of related experience. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other required credentials: n/a

Alternative qualifications: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

Fingerprint check

Human Resources Review

Job Code Title: Program Supervisor

Job Code Number: B1J01M

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|--|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date