



Louisiana Uniform Local Sales Tax Board Position Description

EXECUTIVE DIRECTOR

\$104,011- 138,017

Creation Date: October 2017

Change Date: Tentative May 12, 2022

FUNCTION OF WORK:

The Executive Director is ultimately responsible for overseeing the administration, programs, and strategic plan of the organization. The position reports directly to the Board of Directors.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Broad from the Uniform Local Sales Tax Board members

SUPERVISION EXERCISED:

Direct over all subordinate Board personnel and contract service providers

LOCATION OF WORK:

LA Uniform Local Sales Tax Board Baton Rouge office or on special assignment as required.

JOB DISTINCTIONS:

Differs from Assistant Director, Tax Research Analyst, Board Audit Manager by the presence of responsibility for the administration of Board programs and activities.

EXAMPLES OF WORK:

BELOW IS A DESCRIPTION OF THE GENERAL RESPONSIBILITIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Board Governance

- Responsible for the leading LULST Office in a manner that supports and guides the organization's mission, vision, and goals as defined by the Board of Directors
- Responsible for communicating all information necessary for the Board to function properly and make informed decisions in a timely and accurate manner.
- Oversee implementation of all Board directives, policies, and procedures
- Identify, assess, and inform the Board of internal and external issues and their effect on the organization
- Conduct official correspondence on behalf of the Board as directed
- In addition to the Chair of the Board, act as a representative for the Board to local collectors, government officials, professional organizations, and other external

sources in accordance with policies and procedures adopted by the Board to enhance the Board's community profile

- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Monitor, review, and analyze legislation, laws, or public policy which may affect the organization or the imposition, collection, and administration of local sales and use taxes

Financial Performance

- Responsible for the fiscal integrity of the LULST Office, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Approve expenditures within the authority delegated by the Board
- Establish accounting systems and controls that discourage fraud and abuse as well as meets the requirements Legislative Auditors and the LULSTB auditor
- Control and direct the business affairs of the LULSTB. By way of extension and not limitation, these duties shall include the making of necessary purchases of equipment, supplies and materials in accordance with existing public contract laws of the State of Louisiana; provided however, that all expenditures shall be in accordance with the duly approved budget
- Receive, deposit, and disburse funds
- Review and maintain adequate collateral for deposited funds
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Ensure that the organization complies with all laws and regulations covering taxation and withholding payments
- Coordinate with external auditors to facilitate the financial statement audit and enhance the audit process

Organization Operations

- Responsible for implementation and effective administration of LULST Office's programs that carry out the organization's mission
- Responsible for strategic planning to ensure that LULST can successfully fulfill its Mission, Vision, and Goals into the future
- Accept requests for and issue Private Letter Rulings (PLR) and Policy Advice in accordance with policies and procedures adopted by the LULSTB
- Accept requests for and assist taxpayers and collectors with multiple parish Refund Request and Voluntary Disclosure Agreements in accordance with policies and procedures adopted by the LULSTB
- Prescribe Uniform Forms and Model Procedures to be used by local sales tax collectors in accordance with policies and procedures adopted by the LULSTB
- Assist in the procurement and development of computer software and equipment to enhance the collection and administration of local sales and use taxes
- Develop an operations manual and update as necessary
- Develop a Continuity of Operations Plan and update as necessary

- Direct human resources activities, including the approval of human resource plans or activities
- Responsible for the hiring and retention of competent, qualified staff with the approval of the Board as may be necessary to accomplish the functions and purposes of the office and to determine the rate of pay within the limits of the compensation plan established by the Board; provided that no employment or other expense beyond that contemplated by the budget approved by the Board
- Suspend, reduce in rank, or pay and remove such employees with the approval of the Board within established policies and procedures
- Delegate authority and responsibilities to other employees of the LULSTB as may be necessary to carry out the proper functions of the office
- Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization as approved by the Board of Directors
- Prepare performance evaluations and staff development procedures
- Review and approve contracts for services in accordance with policies established by the Board of Directors
- Draft policies for the approval of the Board and prepare procedures for implementation; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Convey a vision of LULSTB's strategic plan to staff and public
- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Understand ethical behavior and business practices, and ensure that all organizational behavior is consistent with these standards and aligns with the values of the organization
- Exhibit dependability, integrity, and leadership in all aspects of the organization

PROFESSIONAL QUALIFICATION REQUIREMENTS:

- BA or BS in Management, Business, Public Administration, or related field from an accredited University
- MBA/CPA preferred
- Five or more years of Senior Management experience
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong written and oral communication skills
- Advanced knowledge of Microsoft Office software including Word, Excel, Outlook & Power Point
- Advanced knowledge of internet technology
- General knowledge of Louisiana state and local sales tax