

Iowa Policy Director (Executive Officer 5)

APPLY

Salary

\$107,536.00 - \$152,942.40 Annually

Location

Des Moines - 50313 - Polk County, IA

Job Type

Full-time

Job Number

24-01559

Agency

625 Iowa Department of Revenue

Division

Research and Policy

Opening Date

11/01/2023

Closing Date

12/3/2023 11:59 PM Central

LinkedIn Tag

#LI-DNP

Point of Contact

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- DESCRIPTION
- BENEFITS
- QUESTIONS

Job Description

This is a non-merit position with the Iowa Department of Revenue. Only applicants who meet the Minimum Qualification Requirements (listed below) will be placed on the eligible list.

The Policy Section of the Iowa Department of Revenue's Research and Policy Division is currently seeking one Policy Director.

The Policy Section is responsible for:

- Policy development and oversight
- External communications and presentations
- Legislative agenda development

The Research Bureau is responsible for:

- Fiscal estimates
- Statistical reporting
- Tax credit evaluation and administration
- Revenue and economic forecasting and briefings

Policy Directors for Sales and Excise Taxes, Alcoholic Beverages Administration, and Local Government Services

Position Description

The Department of Revenue is looking for one Executive Officer 5 to serve as a Policy Director for certain sales and excise tax topics, as part of the Policy Section of the Research and Policy Division. Additional topics may be assigned as needed. This Policy Director will work collaboratively with an additional Policy Director to share duties across sales and excise tax topics and work will be allocated as needed to meet department needs. These Policy Directors will work with senior management within the department to set goals and develop plans for the administration of the relevant tax programs.

Duties include, but are not limited to:

Consult across divisions regarding related relevant program areas, compliance programs, audit standards, and issues leading to appeals.

Oversee development of Department website content, guidance documents, forms, correspondence, and other public communications related to those program areas.

Work across divisions to draft and direct the development of informal written and oral technical guidance and information to taxpayers, external stakeholders, and Department staff. Provide input to the Director on the substance of administrative orders.

Provide subject matter expertise through outreach and education for policymakers, stakeholders, other agencies, and taxpayers.

Monitor and research federal, state, and local legislation and court rulings to promote proactive administration of relevant subject matters, and keep the Director, Department staff, other agencies, and policymakers informed about changes.

Work with the Legal Services Section to analyze relevant statutes and make recommendations to the Director to clarify laws and correct technical errors in existing statutes to reduce the burden of compliance and administration of state laws.

Oversee the development and review of administrative rules related to relevant subject matters and work with Legal Services to draft proposed amendments and new rules as needed.

Work with the Legal Services Section to analyze the technical aspects and practical application of proposed legislation and provide feedback to the Tax Research Bureau regarding administrative concerns and potential revenue impacts.

Represent the department on multi-state committees as needed. Make presentations at state, local, and national events.

Highest preference will be given to candidates with the following:

1. Certification as a public accountant with at least three years of full-time in one or more relevant tax types; or
2. A Juris Doctor degree and at least three years of full-time experience in one or more relevant tax types;

Strong preference will be given to candidates with:

1. Proven knowledge and skill providing guidance related to one or more of the program areas;
2. Substantive experience in legal writing and technical communication in Iowa for relevant program areas;
3. Highly skilled at communicating technical concepts related to taxes to a broad audience;
4. Substantial experience interacting with high-level state or private sector leadership such as State-level Directors, Political Appointees, Legislators, or private sector executives.

Must pass a criminal background check, FBI fingerprinting, and be in compliance with Iowa tax filing requirements and willing to participate in the E-verify process.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in any field, and experience equal to seven years of full-time professional-level work in program administration, program development, program operations, or management.
- 2) A total of eleven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) All of the following (a, b, and c): a. Five years of full-time professional-level work experience in program administration, program development, program operations, or management; and b. A total of four years of education and full-time experience (as described in part a), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience; and c. A total of two years of graduate-level education and full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university course work in a public-service-related area (e.g., public or business administration, social work, public health, law, education, engineering) equals one year of full-time experience. Graduation from the Iowa Certified Public Manager Program is also equivalent to one year of full-time experience or education.
- 4) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as an Executive Officer 3 or thirty months of full-time work as an Executive Officer 2 or comparable specific management-level position.

For additional information, please click on this [link to view the job description. \(Download PDF reader\)](#)

Agency

State of Iowa

Agency

625 Iowa Department of Revenue

Address

Hoover State Office Building, 4th Floor
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Des Moines, Iowa, 50319

Website

<https://tax.iowa.gov/>