



ASSISTANT TREASURER- TAX COLLECTOR

Up to \$207,114.94 Annual Base Salary

Eligible for up to a 5% educational incentive in addition to base salary



TREASURER-TAX COLLECTOR'S OFFICE

The Treasurer-Tax Collector (TTC) of Ventura provides service to the public through two distinct divisions: Treasury and Tax Collection. The Treasury Department is the depository for county agencies, college and school districts, and special districts. All banking functions are handled in Treasury, which is in all respects, the equivalent of a small business bank processing over \$15 billion annually.

The Tax Collector's role is to administer the billing, collection, and reporting of property tax revenues levied annually throughout the county, incorporated cities, county schools and special districts. The Tax Collection division operates with three units of responsibility: Public Service, Accounting and Specialized Collections. Each unit's duties are integrated and overlap to accommodate workload.

Vision

The Office of the Ventura County Treasurer-Tax Collector will deliver services faithfully, with honor, dignity and fidelity.

Mission

We collect. We bank. We invest.

Values

The Office will administer and enforce banking, investment, and tax laws with fairness and integrity.

The Office will be professional, fair, consistent and responsive to our clients.

THE POSITION

Manage the operations that safeguard the County's financial future.

The Assistant Treasurer-Tax Collector serves as the operational leader and second-in-command of the Treasurer-Tax Collector's Office, providing executive oversight of the department's daily operations and long-term strategic direction. This is an exceptional opportunity for an accomplished finance executive to oversee the treasury, investments, banking, tax collection, debt administration, and related financial programs.

As a key member of the department's executive leadership team, you will direct multiple operational divisions, establish policies, drive organizational initiatives, and ensure the efficient, compliant, and customer-focused delivery of essential financial services. You will exercise broad independent judgment in leading complex operations, optimizing business processes, and advancing innovative solutions that strengthen fiscal stewardship and operational excellence.

Beyond day-to-day operations, you will serve as a trusted advisor to the elected Treasurer-Tax Collector and act on her behalf when needed, ensuring seamless continuity of leadership. You will collaborate with County executive leadership, the Board of Supervisors, school districts, financial institutions, and regional partners to address complex financial challenges, build strategic partnerships, and deliver results that benefit the County and the communities it serves.

This role is ideal for a visionary and collaborative leader who thrives in a dynamic operational environment and is passionate about leading high-performing teams, modernizing government operations, and making a lasting impact through exceptional public service.

These are the entrance requirements and as such do not guarantee continuance in the process.

EDUCATION, TRAINING, and EXPERIENCE:

Any combination of education and experience which has led to the acquisition of the required knowledge, skills, and abilities. This may be demonstrated by possession of an educational and employment background which can be obtained by:

- Completion of a bachelor's degree in Accounting, Finance, Economics, Business Administration, Public Administration, or a closely related field.
- AND
- at least four (4) years of progressively responsible senior level management experience in treasury, investments, public finance, tax administration, banking, or closely related governmental financial operations, and the supervision of staff.

NECESSARY SPECIAL REQUIREMENTS:

- Ability to obtain and maintain a valid California driver license.
- Experience directing multiple operational units through subordinate managers or supervisors.

DESIRED:

- A graduate degree in business or public administration, economics, accounting, finance, or a related field;

The ideal candidate will possess the following:

- California county treasury or tax collection experience.
- Public Investment management.
- Cash management.
- Certified Treasury Professional (CTP), Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), or similar professional designation.
- Experience presenting to governing boards or executive leadership.

The Treasurer-Tax Collector is an at-will position which is exempt from the provisions of the Civil Service Ordinance.

TYPICAL DUTIES

Duties may include but are not limited to:

Executive Leadership

- Directs all operational activities of the Treasurer-Tax Collector's Office
- Develops strategic goals and operational objectives
- Leads organizational planning
- Recommends policy
- Acts on behalf of the Treasurer-Tax Collector

Treasury and Investment Management

- Directs investment of pooled funds
- Oversees liquidity management
- Cash forecasting
- Banking relationships
- Investment policy compliance
- Portfolio performance
- Risk management
- Debt issuance support

Tax Collection Administration

- Directs secured, unsecured, supplemental and delinquent tax programs
- Tax-defaulted property sales
- Revenue recovery
- Direct assessments
- Business processes
- Compliance with Revenue & Taxation Code

Organizational Leadership

- Budget development
- Personnel administration
- Performance management
- Succession planning
- Employee engagement
- Professional development
- Cross-training implementation

Technology and Innovation

- Leads modernization initiatives
- Implements financial systems
- Improves business processes
- Promotes automation
- Utilizes technology to improve customer service
- Supports data-driven decision making

Governance and Risk

- Internal controls
- Financial transparency
- Compliance
- Legislative monitoring
- Enterprise risk management
- Audit coordination
- Public accountability

External Relations

- Represents the department before: Board of Supervisors, County Executive Office, County departments, school and college districts, special districts, financial institutions, rating agencies, auditors, State agencies, and professional organizations





WHAT WE OFFER

In addition to an annual base salary of \$147,939.25 - \$207,114.94 the Assistant Treasurer-Tax Collector will receive an attractive benefits package that includes:

- **GENERAL SALARY INCREASE:** A general salary increase of 3.5%, effective December 20, 2026, and 3.5% effective December 19, 2027.
- **EDUCATIONAL INCENTIVE:** may be eligible for 2.5%, 3.5%, or 5%, based on completion of an associate, bachelor's, or graduate degree from an accredited institution not required for the position.
- **RETIREMENT/SOCIAL SECURITY:** Defined retirement benefits vest after 5 years of service. The County and you also each contribute to Social Security. For more information, visit: <https://www.vcera.gov/>. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **HEALTH PLANS:** Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$26,626.86 annually.
- **FLEXIBLE SPENDING ACCOUNTS:** Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.
- **EXECUTIVE ANNUAL LEAVE:** 248 hours earned per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service.
- **ANNUAL LEAVE REDEMPTION:** Redeem up to 100 hours of Annual Leave per year accrued in the same year after using 80 hours within the prior 12 months.
- **HOLIDAYS:** 13 paid days per year, including 1 floating holiday to use at your discretion.
- **DEFERRED COMPENSATION:** Participation in 401(k) Shared Savings Plan and/or the Section 457 Plan with up to a 3% match on your 401(k) contributions. Annually in the third pay period of each year, employees eligible under Sec.1907 of the Management Resolution will receive two percent (2%) of their annualized compensation as a contribution towards their 401(k) account.
- **Other benefits include:** County-paid membership in professional organizations related to the position, Disability Plans, Employee Assistance Program, County paid Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program, a Wellness Program, and a WorkLife Program that includes child care and elder care referrals.



RECRUITMENT PROCESS

To apply for this exceptional career opportunity, please send a **resume and cover letter** which illustrates all of the following:

- **Your professional experience which includes details such as:**
 - Your increasingly responsible senior level management experience in treasury, investments, public finance, tax administration, banking, or closely related governmental financial operations.
 - Your ability to effectively and dynamically lead teams to meet specific goals, both operational and strategic.
 - Your experience collaborating with diverse levels of an organization and developing professional relationships with external stakeholders.
 - Your experience managing work units and supervising staff, including the titles, number, and functions of staff you supervised.

Submit in one of the following ways:

E-mail to: lorin.calderon@venturacounty.gov

OR

Submit an on-line application and attachments (resume and cover letter) at

www.venturacounty.gov/jobs

RESUME EVALUATION

First review date is September 23, 2026.

Resumes and cover letters will be screened based on the criteria outlined in this brochure. Following an evaluation of resumes and cover letters, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

For additional information about this position please contact Lorin Calderon at (805) 654-2959 or email at lorin.calderon@venturacounty.gov