

Los Angeles County EXECUTIVE CAREER OPPORTUNITY
Assistant Treasurer & Tax Collector,
Public Administrator (Unclassified)



Applications accepted from August 19, 2025 to September 16, 2025.
Open Competitive Opportunity



The County of Los Angeles

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents. Employing over 100,000 employees in 38 departments who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of over \$45 billion for the fiscal year 2024-2025. The County has the highest attainable long-term credit ratings of AAA from Fitch and S&P Ratings, and Aa1 credit rating from Moody's. This is a significant achievement, as only four other California counties are currently rated AAA by Fitch and S&P Ratings and reflects the County's broad economic base and fiscal discipline. The County is a Fair Chance employer, committed to diversity and inclusiveness in its workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment for the world--unlike anywhere else.





The Department

The mission of the County of Los Angeles Treasurer and Tax Collector is to bill, collect, invest, borrow, safeguard, and disburse monies and properties on behalf of the County and other government agencies and entities. The Department acts as the taxpayers' financial stewards ensuring that public safety, infrastructure, recreation, and other vital services are delivered to Los Angeles County residents.

With a budget exceeding \$98 million and with 490 employees, the Department strives to serve its customers with timely and accurate services in a fair, legal, and courteous manner. While administering the County Treasury, the Department provides cash management services to the County, contract cities and agencies, school districts, and special districts. The Department bills and collects



approximately three million accounts annually for current and delinquent real property taxes and personal (unsecured) property taxes. The Department conducts investigations for approximately 2,300 estates annually for decedents who resided or had property in the County where no executor, legatee, or heir is appointed to administer the estate. The Department also administers the estates and provides property management services for Public Guardian conservatees.



The Opportunity

This unclassified position has executive level management responsibility for the Public Administrator Branch (Branch). Responsibilities include directing through subordinate division-level managers, the Public Administrator's Operations. The Branch consists of three divisions: Estate Administration, Accounting Services, and Property Management. This position reports directly to the Department's Chief Deputy Treasurer and Tax Collector.



Ideal Candidate

The ideal candidate for the Treasurer and Tax Collector will have the ability to effectively lead and administer the Public Administrator and governmental operations. The candidate should have demonstrated knowledge of line operations, interacting with the public and have a proficient grasp of project management. The candidate must also exercise knowledge of operational policies and a general understanding of statutes and familiarity with the California Probate Code. The candidate must demonstrate the ability to plan, assign, and direct the operations of a branch/division/team, including managing projects and workloads, setting goals, managing budgets, responsibly interacting with human resources, developing strategies, creating and developing efficiencies, and formulating and implementing departmental policies.

Strong interpersonal skills are required to work effectively with public and private officials, bankers, lawyers, financial advisors, trustees, and private citizens. The candidate should also possess the skill to build relationships with executive-level management across various departments and agencies to coordinate services and resolve operational issues. Excellent verbal and written communication skills are essential.



Key Responsibilities

Assisting in the overall management of the Department and having responsibility for strategically directing the work of approximately 90 budgeted positions within the Branch. The incumbent must exercise a thorough knowledge of Public Administrator processing practices and policies; legislation, government codes, and Estate regulations related to the areas of responsibility; and the relationship between the activities of the Treasurer and Tax Collector and other County departments, Superior Court, and agencies. Other key responsibilities include:

- Directs sworn Deputy Public Administrators in the conduct of heirship investigations and administration of decedent estates coming under the jurisdiction of the Public Administrator.
- Directs the management of real property owned by the estates under administration or by persons under public conservatorship or guardianship.
- Directs the safeguarding and liquidation of estate assets, which includes management-level oversight of the Public Administrator warehouse operations as well as the real and personal property auction processes.
- Interacts with management from the Public Guardian, County Counsel, and Superior Court to resolve issues, and to ensure timely and effective administration, property management and legal services to conservatee and decedent estates.
- Consults and makes recommendations on legislative matters related to public administration.
- Oversees services provided to the Department of Mental Health/Public Guardian for conservatorship estates and trusts in the areas of personal property management, real property management, estate accounting and check mailing services.

General

- Consulting and making recommendations on legislative matters related to Estates and Public Administration.
- Establishing and maintaining effective working relationships with other County Departments, governmental agencies, and the public.
- Responding to inquiries and preparing reports to the other County Departments, as necessary.



Qualifications

- A Bachelor's degree or higher from an accredited college or university in Public Administration, Business Administration, Economics, Finance, Accounting or related field, and five (5) years of progressively responsible management experience in a governmental or public sector agency managing a complex operation or governmental organization dealing with treasury-related functions.
- The above experience will have included directing operations involved with analyzing and developing recommendations for the resolution of complex issues involving Estates and Public Administrator.
- License: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirables

- Demonstrated ability to perform management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of departmental policy;
- Demonstrated success in managing key administrative, public administrator or related municipal governmental operations;
- Demonstrated ability to work effectively with public and private officials, attorneys, vendors, and private citizens;
- Demonstrated ability to establish relationships with upper-level management in other departments or agencies to coordinate services and resolve operational issues;
- Excellent verbal and written communication skills.



Compensation

Annual Salary: \$163,996 to \$255,048

Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at the MAPP Range of R14.

Benefits

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan – The successful candidate will participate in a defined benefit plan.

Cafeteria Benefit Plan – The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life, and AD&D insurance. Note: This is not applicable to County employees who are currently on the Flex Plan.

Flexible Spending Accounts – In addition to tax-free medical and dependent care spending accounts, the County contributes \$100 per month to the Dependent Care Spending Account.

Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the employee's salary.

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution of up to 4% of the employee's salary.

Non-Elective Days – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.

Holidays – 13 paid days per year.

How to Apply

Open Competitive Opportunity

What should you include?

- We invite you to submit a statement of interest and a comprehensive resume detailing your knowledge, skills, and abilities relevant to this position. You should include information required to assess if you meet the experience and education and the desirable qualifications delineated on this recruitment announcement, including:
- Names of schools, colleges or universities you attended, dates you attended, field(s) of study and degree(s) you earned. Please enclose verification of degree(s), license(s) and certificate(s) together with your resume.
- Regarding the organizations and programs you have managed, please include the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
- Your answers to the Supplemental Questionnaire included with this job announcement. Please provide thorough and complete answers.
- Please submit the required documentation electronically to ttcexams@ttc.lacounty.gov by **5:00 p.m. (PT), on September 16, 2025**. Please indicate the position title of "Assistant Treasurer and Tax Collector, Public Administrator" in the subject line of your e-mail.
- For confidential inquiries, please contact:

Daniela Prowizor
Kenneth Hahn Hall of Administration
500 W. Temple Street – Room 490, Los Angeles, CA 90012
Phone: (213) 974-2178
ttcexams@ttc.lacounty.gov

