



ORANGE COUNTY NORTH CAROLINA

ORANGE COUNTY, NC

Invites Your Interest in the Position of

TAX ADMINISTRATOR



Applicants should apply by August 26, 2026

Orange County, NC, known and widely recognized for its world-class academics, diverse and dynamic industries, and rural recreation, seeks a community-minded, mission and data-driven team builder to serve as their next **Tax Administrator**. If you are a visionary leader with a rare blend of deep technical appraisal expertise, sophisticated analytical skills, and a dedication to public service, County leaders invite seasoned tax assessor and collector professionals to apply who:

- Demonstrates expertise in property assessment, mass appraisal systems, appraisal, revaluation methodologies, commercial and residential appraisal practices, and North Carolina tax laws and regulations.
- Leads with impact and enthusiasm and is energized about guiding Orange County's tax department through organizational transformation while fostering a positive working culture of trust, accountability and devotion to one another and the department.
- Communicates exceptionally well in explaining complex technical concepts across diverse groups and interacts effectively with residents and elected officials, conducts public outreach, listens empathetically, and responds professionally under public scrutiny.
- Works cohesively and collaboratively with key stakeholders including staff, the County Manager, the Board of County Commissioners, community organizations, and other county departments. Maintains transparency, is approachable and committed to building partnerships across diverse groups.

The next **Tax Administrator** must demonstrate cultural awareness, sound judgment, integrity, accountability, and the ability to navigate sensitive community concerns with professionalism and emotional intelligence. This is not just a desk job—it is a wide-open opportunity to spearhead a cultural and technological evolution. If you are a seasoned tax professional who thrives on leading complex organizational change, rebuilding community trust through deep transparency, and turning data into equitable reality, your next career chapter starts here.



The Hillsborough Riverwalk (above) is a paved, ADA-accessible greenway running nearly two miles along the Eno River.

Cover photos, from top, clockwise: Downtown Franklin Street in Chapel Hill, the Bazaar Craft and Art Market in Carrboro, outdoor dining in historic downtown Hillsborough, and Lake Michael in Mebane showcase the distinct character of Orange County's four municipalities. Together, they reflect a community that blends history, culture, recreation, and economic vitality.

About the Community:

Nestled in the beautiful Piedmont region of North Carolina between Research Triangle Park and the Triad (Greensboro, Winston-Salem and High Point), Orange County offers an unparalleled quality of life that blends rich historical heritage with a progressive, forward-thinking spirit. Orange County is a thriving community, home to over 140,000 residents.

Orange County features 4 municipalities: historic Hillsborough, the county seat; Chapel Hill, home of the University of North Carolina (the oldest state-supported university in the United States); the bustling commercial corridors of Carrboro, and parts of Mebane, a former railroad and mill town.

This thriving community perfectly pairs an energetic urban vibe with scenic, peaceful farmland to the north. Orange County provides rolling hills and lush green countryside – a rural, down-home feel that blends seamlessly with a cosmopolitan worldview.



Carrboro Open Streets (top) brings neighbors together for a day of walking, biking, and community celebration; Franklin Street in Chapel Hill (left) showcases one of Orange County's most vibrant destinations for dining, shopping, and entertainment; and, Oconeechee Mountain State Natural Area (below)—the highest point in Orange County—offers scenic trails and breathtaking views just minutes from downtown Hillsborough.





The market in Orange County is driven by top-tier education, advanced healthcare, and a strong local business and agricultural sector. UNC-Chapel Hill is the flagship campus of a 16-member state university system and is consistently [rated](#) as one of the country's finest state institutions of higher learning. The neighboring North Carolina Central University (NCCU) is the chosen higher education institution for nearly 9,000 students and holds many national and regional [accolades](#) including its School of Law named No. 1 among the nation's Most Innovative Law Schools.

Orange County is strategically positioned along the Eastern seaboard with major metro areas like DC and New York just a quick flight or few hours' drive away. Interstates I-40 and I-85 crisscross the region, facilitating quick and efficient travel in all directions and providing quick proximity to major universities, worldclass healthcare, the Blue Ridge mountains, and Atlantic beaches.



North Carolina Central University (top and middle) and the iconic Old Well at the University of North Carolina at Chapel Hill (bottom) represent the world-class higher education institutions that drive innovation, research, workforce development, and economic opportunity throughout Orange County and the surrounding region.

About the Organization:

Orange County government is a highly collaborative and forward-thinking organization, governed by a seven-member Board of Commissioners. The commissioners are elected to four-year terms by district and at-large in partisan elections. The County's mission is to serve as a visionary leader in providing governmental services valued by their community, beyond those required by law, in an equitable, sustainable, innovative, and efficient way. The County's [FY 25-26 budget](#) of \$435M (\$312M General Fund) support its nearly 1,200 FTEs across 27 departments.

Orange County's [Strategic Plan](#), adopted in 2024, rallies community leaders and members to ensure Environmental Protection and Climate Action, Healthy Community, Housing for All, Multi-modal Transportation, Public Education/Learning Community, and a Diverse and Vibrant Economy. The county's vision - a community known as diverse, inclusive, and healthy, working together to strengthen the community and enhance the quality of life for all residents, is evidenced through the progress and development of this strategic plan.

About the Department:

The Orange County Tax Administration Department values and collects property taxes for homes, land, buildings, vehicles, and certain business property. They also manage tax relief programs and retain important public records. They are commissioned to be careful stewards of public records and data while providing clear, fair, and helpful tax services for everyone in Orange County.

The department's primary responsibility is to ensure that all residents are provided a fair and equitable Ad Valorem taxation process. In addition, the department has the duty to collect other taxes and fees for other departments and for municipalities and implement the County Parcel Identification Number (PIN) Ordinance and the County Road Naming and Addressing Ordinance.

About the Position:

Orange County's **Tax Administrator** is appointed by the Board of County Commissioners and reports jointly to the Board and County Manager. The Board performs an annual performance evaluation with the Manager's input while the County Manager provides day-to-day oversight/supervision and develops the work plan after Board input.

The **Tax Administrator** is primarily responsible for the oversight of the tax department's services: appraising property, listing taxes, reevaluating property, maintaining property records, maps, and other files, collecting taxes and handling appeals and public contacts on tax assessments, and serving as the billing and collections agent for Emergency Medical Services. Orange County's next **Tax Administrator** manages the tax department's \$5.5M budget and oversees a team of 44 FTE including five direct reports: Deputy Tax Assessor, Systems Analyst, Land Records Manager, Business Officer, Revenue Collections Manager.

The successful **Tax Administrator** maintains a positive outlook, remains calm under pressure, maintains professionalism and transparency amid scrutiny and communicates with ease and expertise. Integration in the community, actively listening to concerns and grievances among community members, and building and maintaining trust across various stakeholder groups will be an essential part of this position.

Key Position Priorities:

- **Successfully Implement New Software and Technology Systems:** Oversee the completion of the software conversion and modernizations efforts, ensuring successful implementation of the new CAMA and appraisal systems while minimizing operational disruption and improving assessment capabilities.
- **Prepare for the 2029 Revaluation Process:** Strategically plan for the 2029 revaluation cycle with a focus on improving methodologies, validating assessment data, addressing inequities identified in previous cycles, updating schedules of values, strengthening quality controls, and ensuring fairness and consistency before future values are released.
- **Build community confidence:** Gather valuable feedback from stakeholders; improve and enhance communication with residents, the Board, community organizations and other stakeholders; ensure transparency with the appeals process, educate the public about assessments, and build stronger relationships throughout the community.
- **Strengthen leadership, staffing, and organizational accountability:** Prioritize recruitment for staff vacancies, succession planning, retention of institutional knowledge of those departing and retention of current staff, staff development, and accountability; demonstrate a long-term commitment to support employee growth, improve internal processes, manage change effectively and maintain a collaborative, professional, and customer-focused culture.
- **Implement recommendations from external consultants and process reviews:** Analyze and evaluate findings from consultants and process reviews; implement recommended improvements, strengthen assessment processes, and modernize departmental operations.



*Cyclists make their way through Hillsborough during a local race, reflecting a community that values healthy living, connection, and an exceptional quality of life. The next **Tax Administrator** will help support the services that contribute to the County's vision of a diverse, inclusive, and thriving community.*

Minimum and Preferred Qualifications:

- Bachelor's Degree from an accredited college or university in Finance, Accounting, Public Administration, Business Administration or related field.
- Five (5) years of demonstrated progressive experience in managing the administration and operations of real and personal property appraisal, real estate, collection of taxes and revenue, and three (3) years of experience of direct supervision of staff.
- Possess certifications by North Carolina Department of Revenue as required in the North Carolina Machinery Act; or be able to achieve all necessary certifications within two (2) years of employment; and,
- Must possess a driver's license valid in the State of North Carolina.
- Experience with county government, particularly overseeing real property assessment for communities of similar size is strongly preferred for this position.



*Located in Hillsborough, the Orange County Tax Administration offices serve as the hub for property appraisal, tax listing, collections, and property assessment services, where the next **Tax Administrator** will lead a dedicated team of 44 full-time employees.*

The Successful Candidate is:

- skilled in proactively developing employees and building cross-functional teams;
- knowledgeable of NC General Statutes relating to taxation and revenue collection including the NC Machinery Act and the North Carolina Attorney General's ruling on ad valorem tax matters;
- adept at providing Commissioners with projected tax revenue increases for economic development;
- someone who possesses highly developed conflict resolution skills to effectively manage concerns and disputes related to tax assessment and collection;
- competent in utilizing statistical data to measure inequity;
- known for their proven success effectively evaluating, upgrading and utilizing technology to improve tax administration efforts;
- experienced in public speaking and making complex topics accessible and understandable;
- effective in working with boards and commissions;
- someone who possesses executive level skills in interpersonal and written communications, strategic planning, finance and budget development, administration and intergovernmental relations;
- keenly analytical and a critical thinker while being accessible and personable to people at all levels of the organization;
- one who values accountability and holds high expectations of self and others while also being an effective leader; and,
- proactive in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures.

Salary and Benefits:

The salary range for this position is \$116,002 - \$173,945. Starting salary will depend on qualifications and experience. Orange County provides a comprehensive benefits package including 100% employer paid health, dental, and life insurance, biannual leave time accrual, sick leave, 11 paid Holidays, participation in the N.C. Local Governmental Employees' Retirement System, supplemental retirement plans, tuition reimbursement, longevity pay and more. View more about Orange County's employee benefits [here](#). Residency is not required for this position.

*Please note: The new **Tax Administrator** will work in the office for the first six months. Thereafter, limited remote work may be considered by the County Manager. All Orange County employees must be in office for at least three days per week.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Tax Administrator – Orange County, NC** title.

- If you have accessed this position from within the **Government Jobs portal**, simply hit the green "Apply" button in the upper-right corner to begin your application.
- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the County's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **August 26, 2026**, to be considered during the first round of reviews.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **September 15-16, 2026**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate, as these dates are fixed.
- Direct all inquiries to hiring@developmentalassociates.com

Orange County, NC is an Equal Opportunity Employer.



Located in Chapel Hill, the North Carolina Botanical Garden reflects Orange County's commitment to preserving its natural resources while providing spaces for education, research, and recreation that enrich the community's quality of life.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."