

CHIEF APPRAISER

JOB PURPOSE AND SUMMARY

The Chief Appraiser plans, organizes and coordinates all real and personal property appraisals and exercises full technical responsibility for appraisal work. The incumbent manages the work of and provides guidance and direction to appraisal employees within the Department of Assessment and Mapping.

The Chief Appraiser is responsible for managing the Appraisal Section of the Department of Assessment and Mapping and receives administrative direction from the Chief Deputy Assessor. The incumbent supervises the work of journey and lower level appraisers by scheduling work, setting priorities, and resolving problems.

CLASSIFICATION DISTINCTIONS

The Chief Appraiser exercises considerable independent judgment in directing the appraisal work of the Department. The incumbent is expected to identify creative and efficient methods of accomplishing the appraisal and revaluation processes and applying defined policy.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Exercise management responsibility for the annual appraisal programs within the Department of Assessment and Mapping.
- Plan, assign, and direct the activities of appraisal employees; prepare performance appraisals; coordinate the development of standards of performance and productivity levels; recommend employees for hire, promotion, or disciplinary action.
- Continuously monitor and evaluate the efficiency and effectiveness of appraisal processes and procedures; assess and monitor work load; develop and recommend improvements.
- Provide guidance to appraisal staff in a diverse appraisal environment; apply knowledge of market, cost, trended investment and stock and bond approaches to appraisal and guide employees in their application.
- Contribute to the development of department policies and procedures; participate in long and short term planning and goals development.
- Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Perform related duties as assigned.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Education:

- Five years of experience in a diversified appraisal environment which has included open space and urban properties, commercial and industrial and computer assisted technologies.
- Four years of experience managing projects and people including selection, training and evaluation and development of goals and objectives. Certification as a residential, commercial, and industrial appraiser through a state certifying agency is desirable
- Equivalent to a Bachelor's Degree in business, appraisal, finance, or a related field. (A Master's In Business Administration would be an asset.)

Knowledge of...operational characteristics, services and activities of an assessment program; real Estate Appraisal laws and regulations as applied to residential, commercial and industrial properties; advanced principles and practices of real and personal property appraisal and computer assisted appraisal processes; economic, environmental and related factors involved in the valuation of properties; principles of supervision, training and performance evaluation; modern office procedures, methods and computer equipment.

Ability to....manage, direct and coordinate the work of assessment personnel; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; apply appraisal principles and techniques in the equitable and justifiable appraisal of real and personal property; explain appraisal and assessment methods and determinations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

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