

## **ASSESSOR, CHIEF DEPUTY**

### **JOB PURPOSE AND SUMMARY**

To direct, manage, supervise and coordinate the programs and activities of the County Assessor's Office including assessment and mapping services; to coordinate assigned activities with other County departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the County Assessor.

Receives general administrative direction from the County Assessor.

Exercises direct supervision over management, supervisory and professional staff.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

Duties may include but are not limited to, the following:

- Assume management responsibility for all services and activities of the County Assessor's Office including assessment and mapping services.
- Prepare recommendations involving the appraisal of real and personal property for tax assessment or equalization purposes; direct the creation and maintenance of maps and property records; oversee field investigations.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within office policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of service deliver methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the County Assessor; implement improvements.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct, coordinate, and review the work plan for the County Assessor's Office; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

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- Manage and participate in the development and administration of the office budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Serve as a liaison for the County Assessor's Office with other County departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
- Provide responsible staff assistance to the County Assessor; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
- Coordinate the activities of the County Assessor's Office and the data processing staff to develop and implement assessment software and operating procedures; participate in the development of the Geographic Information System for county-wide use with other departments and outside agencies.
- Maintain computerized assessment and mapping records and resources; ensure records are accurate and current.
- Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of assessment.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; assist citizens with property assessment, taxation, and exemption questions.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Experience and Training:**

- Five years of increasingly responsible appraisal experience for tax assessment purposes including two years in a supervisory capacity.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, real estate and land management or a related field.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Licenses or Certificates:**

- Possession of, or ability to obtain, an appropriate valid driver's license.

**Knowledge of....**modern and complex principles and practices of program development and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; operational characteristics, services and activities of an assessment program; advanced principles and practices of real and personal property appraisal; principles and practices of property improvements, building construction and building materials; economic, environmental and related factors involved in the valuation of properties; principles, practices and operation characteristics of a geographic information system; pertinent Federal, State and local laws, codes and regulations; principles of supervision, training, and performance evaluation; principles and practices of budget preparation and administration; modern office procedures, methods and computer equipment; English usage, spelling, grammar and punctuation; basic mathematical principles.

**Ability to....**Manage, direct and coordinate the work of assessment and mapping personnel; recommend and implement goals, objectives, and practices for providing effective and efficient assessment and mapping services; prepare clear and concise administrative and financial reports; 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; interpret and apply State and local policies, procedures, laws and regulations related to the appraisal of real and personal property; apply appraisal principles and techniques in the equitable and justifiable appraisal of real and personal property; assemble, analyze and summarize information relating to appraisal for tax assessment purposes; explain appraisal and assessment methods and determinations; read and interpret legal descriptions and a variety of property parcel maps and aerial photographs; prepare and administer a budget; supervise, train and evaluate assigned staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.