

APPRAISAL ACTIVITY DIRECTOR

CODES/PAY RANGE

Class Code: 4322

EEO Code: B

FLSA: E Pay Range:

MAJOR FUNCTION

Highly responsible work as a Appraisal Activity Director managing a team of appraisers performing all types of property appraisal within a geographically defined district, or performing appraisal functions as assigned by the Property Appraiser.

ILLUSTRATIVE DUTIES

NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Works with Property Appraiser to establish district goals and objectives and manages staff to meet those goals and objectives. Manages staff toward completion of major reassessment projects.

Coordinates all district valuations, analyzes the material, and prepares summary reports to Property Appraiser.

Analyzes income and establishes appropriate values for the district under the direction of the Property Appraiser.

Trains subordinate level appraisers in the theory and practice of appraisal for ad valorem taxation purposes including scheduling and reviewing work as necessary to insure quality control to the highest standards of appraisal practice.

May be assigned preparation of property tax roll. May be responsible for developing appraisal model, developing training for the computerized mass appraisal system, and maintaining manuals for field appraisal personnel.

Acts as liaison of the Property Appraiser at Board hearings, court proceedings, and/or other citizen groups requiring information regarding property valuation.

Performs related work as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws, rules, and regulations governing the assessment of real and personal property for taxation purposes, and the theory governing legal descriptions and property ownership.

Knowledge of the principles of assessment organization and managerial practices, procedures, and applications.

Ability to effectively and efficiently manage staff toward the successful, timely completion of their regular assignments and specific assessment projects. Ability to train lower level employees in the solution of complex appraisal problems.

Ability to supervise, plan assignments, and set goals and performance standards for staff assigned to the district.

All knowledge, abilities, and skills of the lower level appraisers and specialists.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Finance, Business Administration, Real Estate, or related field, and six (6) years progressively responsible experience in the appraisal of real estate, to include two (2) years at a supervisory level. Must be Certified Field Evaluator.

Possession of a valid Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to traverse uneven, wet terrain. Ability to see, hear, talk, reach. Manual dexterity.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, heat, humidity, cold.

Mental Demands: Ability to read and comprehend maps, blueprints, aerials, legal statutes, ordinances, documents, reports, financial reports, memos, letters, instructions. Ability to perform shop math. Ability to speak clearly and concisely; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data, and to prepare written reports, summaries and letters.

New 10/97
Revised 5/00
Revised 1/03