



Chief Appraiser

Class code: 01050

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 13

I. Position Summary

Plans, organizes and directs all appraisal activities for the County to ensure that all statutory functions of the Assessor's Office are accomplished. Assists in the overall administration, management, planning, organizing, and staffing of the department and in the enforcement and implementation of all policies and procedures as set forth by the Assessor and the Board of County Commissioners.

II. Supervision Exercised

May act as a supervisor.

III. Examples of Essential Position Duties

- Participates in the administration and management of the department on a regular basis; assisting in the preparation of the department's annual budget, the development and implementation of department goals, objectives, procedures and short and long-range plans.
- Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is performed in a timely and efficient manner.
- Manages the appraisal process for the County including office research and field appraisal activities. Assists in the preparation of assessment roles and related reports for presentation to tax collector.
- Implements policies, procedures, work rules and performance standards to assure the efficient and effective operation of assessment functions in compliance with County standards and federal, state and local laws.
- Prepares and justifies budget for assigned operations based on staffing and resource requirements, cost estimates, departmental objectives and goals. Monitors and documents departmental expenditures.
- Provides technical support to appraisal staff, other departments and public officials.
- Selects, supervises, and evaluates assigned staff. Establishes work rules and performance standards, conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Manages the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.
- Manages the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints
- Performs the duties of the Assessor in his/her absence.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of valuation and assessment methods, practices and procedures.
- Thorough knowledge of modern principles and practices of management and supervision.
- Thorough knowledge of legal requirements, regulations and laws applicable to assessment activities.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop goals and objectives and perform planning and budgeting functions.
- Ability to set work priorities, train, manage, motivate and evaluate the work of assigned staff.
- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to effectively communicate, both orally and in writing, and to make effective public presentations of technical, complex and often controversial information.
- Ability to establish and maintain accurate records of assigned activities and operations.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in business or public administration, finance or related field AND five years of progressively responsible professional/administrative appraisal experience, including four years of supervisory or management responsibilities; OR
- Any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver's License with an acceptable driving record. Oregon State Appraiser certification (ORS 308.010).

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Driving and travel is required.

Working Environments

Work is performed in an office environment, may include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or

rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11