



CLASSIFICATION NO. 335
Revised: 9/77, 1/93, 5/07, 8/25
FLSA: Exempt
EEO: 3

APPRAISAL MANAGER

CLASS CHARACTERISTICS

Under general direction, to plan, organize, manage and direct all activities of the Appraisal Division; to supervise supervisory appraisal personnel; to provide complex staff assistance to the Records and Revenue supervisory personnel and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Assessor's Office is responsible for the mapping and appraisal of properties in the County, the preparation of property assessment and taxation rolls and the collection and distribution of property taxes. This department provides services to all government jurisdictions in the County, including schools, cities and special taxing districts.

The Appraisal Manager is responsible for the annual valuation and appraisal of all real property, business personal property and specially assessed and exempt property within the county for tax assessment purposes. The Appraisal Manager maintains the County's appraisal program in compliance with State tax laws and Administrative Rules.

The Appraisal Manager differs from the Appraisal Supervisor which plans, organizes and coordinates a specific appraisal section and supervises technical and clerical personnel.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Manages and oversees the annual valuation program including the Assessor's Certified Ratio Study, reappraisal, the appraisal of new construction, land segregations and divisions within prescribed time limits and legal guidelines; monitors appraisals for uniformity and equity; and directs staff on compliance programs. Ensure properties meet statutory requirements for specially assessed and the most complex exemption programs. Hires and directs supervisory and technical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
2. Develops, recommends and implements policies and procedures to ensure accurate appraisal records and property values; regularly evaluates goals and objectives; establishes administrative controls, develops procedures to implement new or changing statutory requirements; and oversee compilation, analyses and audits for market and performance data; prepare reports that estimate property values to ensure uniform application of assessments; analyze and interpret statistical modeling/trends in property values, policies,

rules, regulations and best practices; research and evaluate appraisal related legislation and case law; share findings and recommendations to division management and staff.

3. Coordinates difficult appeal and appraisal issues with staff and County Counsel; respond and resolve difficult and sensitive inquiries and complaints. Provide expert guidance to other departments within the county, the public and outside agencies. Participates in outreach programs and meetings/trainings for the general public or other entities.
4. Assist in the developing and monitoring of budgets and provide justification for recommendations or changes and forecasting for staffing and resource needs; participate in the development and/or enhancement of computer system and files and monitor best practices in the use of new and emerging technology.
5. Resolves citizen questions, complaints and claims; explains and justifies assessed values for property; interprets state laws, rules and regulations, and department policies and procedures; examines documentation prepared for defense of appraisals prior to submittal to the Oregon Magistrate Division or Regular Division Tax Court.
6. Monitors current legislation, trends and developments; maintains contacts with lending agencies, realtors, construction companies, government agencies and associations concerned with real estate.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of real and personal property appraisal and taxation; Oregon State property tax laws; technical appraisal and ratio study practices and procedures; construction methods and costs; real estate law and the legal aspects of mortgage instruments; quantitative analysis; variations in property values throughout the County.

Working knowledge of: Principles and practices of personnel management; participative management theories; farming operations, techniques and management; fundamental economic principles of taxation as applied to property; computer applications related to assessment and taxation practices.

Skill to: Interpret and apply laws, rules, regulations and procedures regarding appraisal of real and personal property; oversee, plan and coordinate activities of the sections within the appraisal division; read and interpret blueprints; prepare and administer a budget; plan and supervise the work of appraisal and related support personnel; communicate effectively, both orally and in writing; prepare and present clear and concise reports and recommendations relating to appraisals and valuation activities; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County employees, government officials, private businesses and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Valid Registered Appraiser's Certificate issued by the State of Oregon as outlined in ORS 308.010.

PRE-EMPLOYMENT REQUIREMENTS

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/16