## LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

#### ASSESSMENT ANALYSIS MANAGER

Department: Assessment Analysis FLSA Class: Exempt

Reports to: Assessment and Tax Roll Administrator

#### POSITION OBJECTIVE & SUMMARY

Performs a wide range of routine and complex activities related to the annual reassessment of all real property. Oversees and provides guidance to the commercial, residential/condominium, agricultural and modeling staff to ensure that professional standards and practices are used to set fair market values for assessments of real property within the County.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Responsible for the accurate, equitable and timely assessment of all real property within Lee County.
- Works with the assessment analysts, modelers and other staff to carry out appropriate assessment policies, guidelines and departmental procedures.
- Provides real estate appraisal expertise to staff, taxpayers, and other jurisdictions regarding real estate appraisal and assessment methods, processes, and values.
- Directs staff and assists in the preparation of resolutions to assessment problems with taxpayers or their legal representatives.
- Oversees statutory deadlines and guidelines pertaining to value challenge hearings.
- Oversees and assists department analysts preparing for Value Adjustment Board (VAB) hearings.
- Represents the LCPA and presents at VAB hearings.
- Oversees Department of Revenue (DOR) in-depth audit and annual sales qualification review.
- Participates in the development and implementation of departmental and individuals goals, objectives, and priorities for assessment analysts and modelers; evaluates performance and ensures work is completed accurately and efficiently.
- Identifies, evaluates, and mediates personnel concerns and ensures adherence to office policies and procedures.
- Makes staffing recommendations related to hiring, training, and retention.

## COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and practices applicable to real property appraisal including laws, rules and regulations governing real property appraisal.
- Knowledge of the concepts and principles of fee appraisal, mass appraisal, statistical modeling, Florida State law and the Department of Revenue Administrative Code with respect to the assessment of real property
- Skill in management and administrative principles and practices, including planning, organizing, prioritizing and assigning work; evaluating staff; program development, implementation and evaluation; establishing work standards and internal controls.
- Skill in appropriate methods and means of dealing with human behavior situations in a variety of business circumstances.
- Ability to effectively communicate, verbally and in writing, and establish and maintain effective relationships with managers, colleagues, the general public, and members of the professional community.
- Ability to plan, organize and coordinate staff and operations to meet deadlines associated with the annual reassessment of all real property.

#### **EDUCATION / EXPERIENCE / LICENSING**

Graduation from a four (4) year accredited college or university with major coursework in appraisal, accounting, business or public administration; ten (10) years' experience in property appraisal or related field; three (3) years supervisory or management experience; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Government appraisal or assessment office experience preferred. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" driver's license required.

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#### ASSESSMENT ANALYSIS MANAGER

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. Specific vision abilities required by this job include attention to a computer monitor for approximately 75% of the work day. The employee may occasionally be required to lift up to 25 pounds.

## **OTHER DUTIES**

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

Date: January, 2022

Pay Range: \$63,000 - \$111,000 CWE