

MANAGER, CAMA DATA QUALITY

| Job Code | Pay Grade |
|----------|-----------|
| 21014 | 150 |

Nature of Work

This is highly specialized technical, administrative, and supervisory work to support and maintain uniform Computer Assisted Mass Appraisal (CAMA) data standards for real property records, sales qualifications, assessment capping, and value tracking in the Property Appraiser's Office. An incumbent in this classification works in collaboration with members of the Appraisal, Assessment Administration and Information Technology Divisions and aids valuation staff in defining and applying appropriate steps and procedures in a variety of complex appraisal and assessment processes. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Director of Residential Appraisal or designee.

Minimum Qualification Requirements

- High school diploma with 8 years of direct experience in ad valorem valuation that includes team leader, supervision or supervisory experience; or
- Associate's degree in business, computer science, public administration, or a related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Possession of Certified Florida Evaluator designation or equivalent.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises and oversees data entry of real property records into the Computer Assisted Mass Appraisal System (CAMA) to assure consistency and accuracy.
- Assists and provides guidance in the training of personnel in data entry of real property records, both within the department and in other departments that have CAMA data entry functions.
- Manages the implementation and application of the Sales Qualification standards of the Florida Department of Revenue, as they relate to the appraisal department, and provides input to the Land Records division on the preliminary application of the standards.
- Manages the calculation of Non-Homestead and Homestead value capping resulting from new construction, demolition, splits, combinations, new subdivisions, etc.
- Reviews and oversees the quality and accuracy of corrections to the preliminary and final tax rolls.
- Provides support and assistance to the appraisal department on data entry and CAMA standards to ensure consistency and accuracy.
- Provides support and assistance to the Information Technology Division for data review following upgrades and/or new version of CAMA.
- Manages the day to day administrative tasks of the appraisal support group.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of intermediate level office software programs, including MS Word, MS Excel, and current CAMA system.
- Knowledge of state statutes, laws, rules and regulations pertaining to property valuation, assessment, corrections, value caps and data standards.

MANAGER, CAMA DATA QUALITY (continued)

| Job Code | Pay Grade |
|----------|-----------|
| 21014 | 150 |

Knowledge, Skills, and Abilities (continued)

- Knowledge of basic property appraisal principles, techniques, practices and methods, including the three approaches to value, and conveyance of property.
- Knowledge of construction materials and types of construction and current market conditions.
- Knowledge of the basic principles, practices, and techniques applied in commercial and residential real property valuations.
- Knowledge of the different approaches to value and the basic methodology applicable to each.
- Knowledge of modern management methods, principles and practices.
- Knowledge of modern mass appraisal methods, procedures and techniques.
- Ability to perform moderately difficult technical and mathematical computations and compile and analyze data or statistics.
- Ability to generate and interpret basic spreadsheets and other reports.
- Ability to develop and instruct training to individuals and small groups.
- Ability to communicate with technical employees.
- Ability to communicate clearly, concisely and accurately, both orally and in writing.
- Ability to interact with people at all organizational levels.
- Ability to plan, develop, present, and gain acceptance of ideas, concepts, plans, designs, schedules and status reports.

For official use only

| Created | EEOC Code | Overtime Code |
|---------|-----------|---------------|
| 2/11 | | Exempt |