

# PAO TRAINING COORDINATOR

Job Code	Pay Grade
21046	150

## Nature of Work

This is highly responsible professional, technical and administrative work in the development, delivery and coordination of training for the Property Appraiser's Office (PAO). An incumbent in this class performs work to ensure consistency in appraisal standards, practices, and procedures. The incumbent utilizes advanced statistical analysis as well as develops, delivers and coordinates training while taking responsibility for materials, oversight and implementation of training programs and their outcomes. Work is performed with considerable independent judgment and initiative. The position reports to the Deputy of Appraisals or designee.

## Minimum Qualification Requirements

- Must provide personal properly licensed and insured automobile transportation for the performance of fieldwork: AND
- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any, AND
- Demonstrated team leadership; supervisory training or supervision; AND must also possess:
- 8 years' experience in appraisal; or
- 6 years' experience in appraisal and 2 years college level coursework (or Associate's degree) in business, finance, accounting, public administration, real estate or related field; or
- 4 years' experience in appraisal and Bachelor's degree in business, finance, accounting, public administration, real estate or related field; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Possession of the Certified Florida Evaluator (CFE) designation (or completed coursework awaiting designation).
- Possession of an ad valorem appraisal designation such as Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE).
- Florida State-Certified Residential or General Appraisal Certification.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

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

- Plans, directs and coordinates training needs, program development and workshops.
- Conducts various training and professional development programs and compiles/composes training materials.
- Periodically reviews and revises programs and course materials to reflect current appraisal and assessment methods and techniques, and changes in state or local statutes, guidelines, and appraisal manuals.
- Manages and administers training programs designed to assist employee education/training goals and objectives.
- Promotes training program, conducts in-house training effectiveness evaluations, and counsels management personnel and employees on training needs and programs.
- Writes training related updates, bulletins, and articles.
- Assess training needs for new and existing employees.
- Identify internal and external training programs to address competency gaps.
- Organize, develop or source training programs to meet specific training needs.
- Inform employees about training options.
- Present training programs using recognized training techniques and tools.

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## Illustrative Tasks (Continued)

- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, and on-the-job coaching.
- Design and apply assessment tools to measure training effectiveness.
- Track and report on training outcomes.
- Provide feedback to program participants and management.
- Evaluate and make recommendations on training material and methodology.
- Maintain employee training records.
- Handle logistics for training activities including venues and equipment.
- Establish and maintain relationships with external training suppliers.
- Coordinate off-site training activities for employees.
- Manage training budget.
- Keep current on training design and methodology.
- Design, prepare and order educational aids and materials.
- Host train-the-trainer sessions for internal subject matter experts.
- Collaborates and gains consensus with management in all appraisal offices on best practices to be conveyed in training programs.

## Knowledge, Skills, and Abilities

- Knowledge of the geographic and economic areas of the county and zoning regulations.
- Knowledge of residential real property appraisal principles, methods, practices and techniques.
- Knowledge of real property statutes, laws and regulations affecting appraisal and the theory of value as applied to real property.
- Knowledge of material, methods and practices of modern and obsolete building construction, and stages of the construction process.
- Knowledge of current training programs, policies and procedures.
- Knowledge of all classes of property appraisal principles, techniques, practices, and methods, including the three approaches to value, the mechanics of market analyses, and the conveyance of property.
- Knowledge in advanced processes in assessment administration.
- Ability to plan, organize and coordinate the work of subordinates.
- Ability to effectively present education or informative materials and courses.
- Ability to develop meaningful education or informative materials and courses.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to apply computer applications and software.
- Ability to analyze and solve administrative problems and to render advice and assistance on each.
- Ability and willingness to work on special projects and work towards completing the initiatives of the office.

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12/18	Professionals	Exempt