

# CHIEF DEPUTY PROPERTY APPRAISER

Job Code	Pay Grade
21452	150

## Nature of Work

While assisting the Property Appraiser in managing all facets of his/her office, an employee in this class directly oversees the design of all information systems, sub-systems, and mapping systems in the offices, as well as the creation, acquisition, operation, modification of all computer related software, and research and introduction of new technologies. The Chief Deputy Property Appraiser also insures the Property Value Roll's accurate and timely publication; performs varied and complex statistical analysis; interprets and implements governmental policies, ordinances, statutes and regulations, and assists the Property Appraiser with formulating and instituting office policy, procedures, rules and regulations. Work is performed with considerable independent judgment and initiative. The Chief Deputy Property Appraiser is directly responsible to the Property Appraiser who evaluates the Deputy's work through, conferences, reports, and observation of results achieved.

## Minimum Qualification Requirements

- 4 year college or university with a degree in business, public administration or a related field; 5 years' experience in a Property Appraiser's office; 5 years' supervisory or management experience; 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.)

- Assists the Property Appraiser in managing his/her office and complete official duties.
- Represents the Property Appraiser in his/her absence or upon request.
- Plans and makes recommendations to the Property Appraiser for System Development, System Improvement Projects, or Operational Improvement Projects.
- Recommends modifications to the Property Appraiser in organization structure, physical office layout, work flow, staffing requirements, pay grade changes, equipment acquisition, software development or acquisition, information system design, contractual arrangements with other agencies, vendors or consultants, policies, procedures and other matters deemed appropriate to improve the efficiency and effectiveness of the operation of the office to meet its stated goals.
- Negotiates and coordinates with vendors, consultants and other department and/or agencies for joint programs or projects compatible with the goals of the Appraiser's Office.
- Determines data processing equipment configuration and requirements.
- Represents the Property Appraiser, as assigned, in all matters relating to information systems.
- Provides senior management liaison support with other governmental agencies and the public.
- As required, represents the Property Appraiser at the Value Adjustment Board and formal court hearings.
- Approves value changes to the Property Value Roll when the Property Appraiser is not available.
- Assists the Property Appraiser in the formulation and implementation of policies, procedures, rules and regulations.

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## Illustrative Tasks (continued)

- Supervises the overall preparation of the Property Value Roll for submission to the Department of Revenue and prepares a detailed recapitulation of the roll.
- Keeps up to date concerning the Florida Statutes and Department of Revenue rules, policies, and directives that apply to ad valorem taxation and insure Property Appraiser office compliance therewith.
- Initiates and completes special programs and studies as directed by the Property Appraiser or recognized as necessary.
- Performs related work as required.

## Knowledge, Skills, and Abilities

- Knowledge of concepts of management, organization structure, staffing, training, scheduling, supervision, information systems theory, property value roll production, computer operations management, data base management, program/project management, group interaction, participative management, computer configuration design, and policy and procedures utilization.
- Knowledge of the laws, rules, and regulations of the State of Florida concerning ad valorem taxation.
- Knowledge of the statistical methods used in the Property Value roll submission and approval process.
- Knowledge of deeds, legal descriptions, mapping, computer and geographic information system operations.
- Ability to interpret and explain statutory requirements, regulations, and procedures.
- Ability to analyze and solve management problems.
- Ability to plan, develop, and present ideas, concepts, plans, designs, schedules and status reports.
- Ability to conduct research and prepare accurate analysis thereof.
- Ability to express one's self clearly and concisely, orally and in writing.
- Ability to promote and maintain effective relations with other governmental agencies, the public, and the Property Appraiser staff.

For official use only

Re-instated	EEOC Code	Overtime Code
8/13	Officials & Managers	Exempt