



Director of Personal Property

Category: Exempt
Pay Grade: 150
Job Code: 21010

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced specialized technical and managerial work in the appraisal of personal property. An incumbent in this classification is responsible for evaluating and reevaluating the larger and more specialized accounts and supervising other appraisers. Work includes directing appraisers and office clerical staff in meeting laws, rules, and related activities concerning appraisals in production of the property value roll. The incumbent performs assignments with considerable independent judgment and initiative under the general supervision of the Property Appraiser, Deputy of Appraisals and/or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans workflow of the Personal Property Division;
- Evaluates the larger and more specialized accounts such as hospitals, cable TV companies, utilities; assists appraisers in difficult appraisal assignments;
- Supervises and coordinates the work of appraisers and the clerical staff;
- Reviews appraisal appeals, compiles necessary records and requests field rechecks of personal property where necessary;
- Defends appraisal values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales and market data;
- Prepares correspondence in answer to inquiries from the public concerning appraisal values or legal statutes governing the appraisal function of the Constitutional Office;
- Discusses evaluation and reevaluation information with business owners, managers, attorneys, accountants, and similar individuals; explains appraisal criteria and statutory requirements;
- Ensures application of uniform appraisal methods and practices to attain equity in assessments;
- Assists in selection and training of personnel;
- Prepares performance reviews;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree and course work in personal property appraising or related field and five (5) years' experience in tangible property appraising or related field, plus possession of the Certified Florida Evaluator designation or equivalent with coursework in personal property; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Possession of CPA (Certified Public Accountant) designation and/or a personal property appraisal designation from a nationally recognized appraisal organization such as the American Society of Appraisers or International

Association of Assessing Officers.

- 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 experience.

Knowledge, Skills and Abilities:

- Knowledge of personal property appraisal principles, methods, practices and techniques;
- Knowledge of the statutes, laws and regulations affecting appraisal and the theory of value as applied to personal property;
- Knowledge of the geographic and economic areas of the county;
- Knowledge of the various types of equipment, fixtures and inventories typically used in commercial and industrial firms, retail, service firms, hospitals and utilities;
- Knowledge of the principles and practices of modern office management;
- Ability to assign, instruct, review, and evaluate work assignments of technical and clerical personnel in a manner conducive to performance and high morale;
- Ability to apply computer applications and software;
- Ability to support appraisals with tact and impartiality;
- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain good working relationships with personnel assigned to the Property Appraiser's Office and other governmental agencies;
- Ability to communicate effectively and concisely, orally and in writing.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Visual ability: Sufficient to effectively operate office equipment including copier, computer; and to read and write reports, correspondence, instructions, etc.;
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone;
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone;
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes during normal and high stress situations;
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.