



Director of Valuation Analysis & Support

Category: Exempt
Pay Grade: 150
Job Code: 21146

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 highly specialized technical, administrative, and supervisory work with leadership responsibility to support the process of applying uniform appraisal techniques, practices, and procedures in the Property Appraiser's Office. The incumbent identifies, analyzes, and recommends corrective action to eliminate inequities in property values. The incumbent in this class works in cooperation with members of the Appraisal Divisions and aids valuation staff in the assembly and analysis of data in order to formulate estimates of value for residential, tangible, commercial, or special use property, and/or vacant land. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Deputy of Appraisals or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Oversees development, preparation, and distribution of various reports for the Deputy of Appraisals as well as residential, commercial, and TPP directors and appraisers;
- Aids and assists in the summary of market information;
- Supervises the modeling process of residential properties;
- Monitors, analyzes, and makes recommendations of production quantity of work of field staff;
- Aids and assists the Deputy of Appraisals and Directors in the Appraisal Department with support documentation for TRIM and Value Adjustment Board;
- Conducts analyses of highly complex residential, commercial, and agricultural real property and/or tangible personal property appraisals utilizing sales comparison, cost, and income approaches to value;
- Aids in analysis of specialized types of property such as industrial parks, cemeteries, agricultural tracts, golf courses, submerged lands, and manufactured home parks;
- Assists in recommendation of new and enhanced applications throughout the office or within single divisions or workgroups as appropriate;
- Plans, directs, and coordinates with the Training Coordinator specific training needs, program development and workshops, as necessary;
- Writes training related updates, bulletins, and articles with approval of the Training Coordinator;
- Conducts review of appraisal functions and makes recommendations for changes in policies, procedures and standards;
- Evaluates application of uniform appraisal practices, procedures and standards to attain equity in assessments;
- Monitors and interprets progress toward achieving the maximum degree of equity in assessments of all classes of property within the assigned jurisdiction;
- Prepares, corrects, confirms, and correlates detailed data base information for use in complex computer-assisted test projects and programs;
- Advises and/or supervises appraisal personnel involved in the task of generating the ad valorem property value roll;
- Reviews work of appraisers and appraisal clerical personnel;

- Assists in establishing capitalization rates, expense and vacancy ratios for income producing properties;
- Reads, refers or answers memos, reports or correspondence;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Ten (10) years of direct experience in ad valorem tax appraising that includes team leader, supervision or supervisory experience; or Associate's degree in business, computer science, public administration or a related field and eight (8) years' experience as described above; or Bachelor's degree and six (6) years' experience as described above; 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 Certified Florida Evaluator designation or equivalent.
- Possession of Florida Certified General or Residential Appraisal license and/or an appraisal designation from a nationally recognized appraisal organization such as the Appraisal Institute 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 a position.

Knowledge, Skills and Abilities:

- Knowledge of basic computer programming skills;
- Knowledge of analysis software programs such as Excel, SPSS, and related procedures;
- Knowledge of state statutes, laws, rules and regulations pertaining to all classes of property assessment;
- Knowledge of all classes of property appraisal principles, techniques, practices and methods, including the three approaches to value, the mechanics of market analyses, and conveyance of property;
- Knowledge of construction materials and types of construction, current market conditions, and income and expense analysis;
- Knowledge of current training programs, policies, and procedures;
- Knowledge of the principles, practices, and techniques applied in tangible personal property and/or commercial real property evaluations;
- Knowledge of materials, methods, and practices of current and obsolete building construction, and the stages of the construction process;
- Knowledge of the different approaches to value and the methodology applicable to each;
- Knowledge of statistics and other quantitative tools of data analysis and their application in the appraisal process;
- Knowledge of the economic forces influencing tangible personal and/or real property values;
- Knowledge of the capabilities and limitations of computers and the role they perform in mass real and/or tangible personal property valuation;
- Knowledge of computer operating systems, network operating systems and network protocols;
- Knowledge of modern management methods, principles and practices;
- Knowledge of modern mass appraisal methods, procedures and techniques;
- Knowledge of income, vacancy, expense and capitalization rate development techniques;
- Knowledge of modern business practices, procedures and techniques;
- Knowledge of Public Administration techniques, methods and procedures;
- Ability to generate and interpret spreadsheets, graphs, and other technical reports;
- Ability to apply computer applications and software;
- Ability to develop and instruct training seminars and workshops as approved by the Training Coordinator;
- Ability to analyze and solve administrative problems and to render advice and assistance on each;
- Ability to effectively present training materials and courses;
- Ability to present oral and written reports clearly and concisely;
- Ability to communicate with technical employees;

- Ability to analyze and solve management problems;
- 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;
- Ability to deal professionally with real property, both commercial and residential, special use and/or tangible personal property appraisers, attorneys and corporate management;
- Ability to read and interpret construction diagrams, building plans, and blueprints, and to recognize deviations from such plans in the final building construction and installation;
- Ability to speak before public groups and answer questions concerning the appraisal process and tangible and/or real property values, and deal with the public in an effective manner;
- Ability to train and supervise subordinate employees as approved by the Training Coordinator and to encourage and promote harmony and teamwork;
- Ability to complete specified IAAO courses or comparable certified courses as deemed necessary by management.

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.