



Deputy for Assessment Administration

Category: Exempt
Pay Grade: 150
Job Code: 21176

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 responsible technical, administrative, and managerial work providing oversight, planning, and direction as the head of the Property Appraiser's Assessment Administration Department. An employee in this class is responsible for directing and coordinating the activities of the following divisions and their directors: Personal Exemptions, Institutional Exemptions, Exemption Fraud, Tax Roll Compliance, Budget & Finance, Human Resources, and Public Information Services. Work is performed with considerable independent judgment and initiative under the general supervision of the Property Appraiser.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Administers policies, regulations, methods, and procedures applicable to functions performed by the Assessment Administration Department;
- Assigns, coordinates, supervises and evaluates the work of the Division Directors of the Assessment Administration Department;
- Consults with local governmental officials, attorneys, private property owners, tax representatives, and others, concerning Assessment Administration Department functions;
- Represents the Property Appraiser as required at meetings with governmental agencies and the private sector regarding assessment administration. May also act in behalf of the Property Appraiser;
- Reviews and recommends changes to Florida Statutes, Department of Revenue (DOR) regulations, department rules and regulations, and other guidelines pertaining to functions;
- May act as spokesperson for the office in matters of interest to the media concerning Assessment Administration Department functions;
- Coordinates investigation of customer complaints concerning personnel assigned to the Assessment Administration Department;
- Provides testimony for litigation pertaining to matters involving functions of the Assessment Administration Department;
- Represents the Property Appraiser before special magistrates and the Value Adjustment Board on matters involving functions of the Assessment Administration Department;
- Reads, refers, or answers memos, reports, and correspondence on matters pertaining to functions of the Assessment Administration Department.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public or business administration, real estate, or related field and at least five (5) years of experience in ad valorem tax that includes at least four (4) years of management and supervisory experience, 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. 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 laws, rules, regulations and procedures related to functions performed by the Assessment Administration Department;
- Knowledge of public administration, management and supervisory techniques;
- Knowledge of research techniques, methods, and procedures;
- Ability to communicate professionally and effectively, both written and orally;
- Ability to give clear and understandable direction;
- Ability to work independently on complex tasks;
- Ability to plan, organize, and coordinate the work of subordinates;
- Ability to establish and maintain effective and cooperative working relationships with subordinates and superiors, and to promote public relations with other governmental agencies, community officials, citizens, and government officials.

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.