



Director of Branch Offices

Category: Exempt
Pay Grade: 150
Job Code: 21270

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 tasks directing and coordinating the daily activities of the staff and resolving problems that arise in the branch offices of the Property Appraiser's Office. Employees in this class represent the Property Appraiser in dealing with the public and private sector and must be able to answer policy and procedure questions about the Property Appraiser programs, activities, assignments, and the assessment procedures. They must have general knowledge about ad valorem tax exemptions, mapping and the property value roll, and an extensive knowledge about real property assessments. Incumbents have direct supervisory responsibilities over employees assigned to the branch office. The incumbent exercises considerable independent judgment and initiative in carrying out the daily operations of branch offices. The position reports to the Deputy of Appraisals or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, directs, coordinates and supervises personnel involved in the task of generating an Ad Valorem property value roll;
- Reviews work of the Assistant Director, appraisers, data collectors, and clerical personnel;
- Defends appraisal values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies and income data;
- Ensures application of uniform appraisal methods and practices to attain equity in assessments;
- Prepares correspondence for Property Appraiser's signature to answer inquiries about appraisal values or legal statutes governing the appraisal function;
- Coordinates with other governmental agencies for the exchange of pertinent information;
- Prepares budget and monitors expenditures of office;
- Assists the Training Coordinator in the training of assigned personnel;
- Evaluates performance of assigned personnel and prepares performance reviews;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business administration, finance, accounting or related field with course work in real estate, land appraising, or a related field plus seven (7) years highly responsible experience in real estate, land appraising or directly related business activities that include team leadership, supervision, or supervisory training; 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 the 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.

- 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.
- Other highly desirable knowledge, skills, abilities and credentials relevant to experience.

Knowledge, Skills and Abilities:

- Knowledge of state statutes, laws, rules and regulations pertaining to property assessment;
- Knowledge of the three approaches to value and the methodology applicable to each;
- Knowledge of the capabilities and limitations of computers in the mass appraisal function;
- 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 government agencies;
- Ability to communicate effectively and concisely, orally and in writing;
- Ability to apply computer applications and software;
- Ability to plan, organize and coordinate the work of subordinates;
- Ability to analyze and solve administrative problems and to render advice and assistance on each;
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures;
- Ability to support appraisals with tact and impartiality.

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.