



## **Assistant Director of Commercial Appraisals**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 21278

*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 involving the appraisal of commercial property. An incumbent in this class is responsible for assisting the Director of Commercial Appraisals and Deputy of Appraisals in the valuation of all types of commercial property, as well as assisting the Director with planning and managing the administrative functions for the department. The incumbent will also be responsible for assisting with the defense of valuations before property owners, their representatives, the Value Adjustment Board and in the Courts, and may be responsible for the valuation of specialized and complex properties. Work is performed with considerable independent judgment and initiative under the direct supervision of the Director of Commercial Appraisals and Deputy of Appraisals, and is reviewed through conferences, reports and observation of results achieved.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Assists the director to plan, direct, coordinate and supervise the activities of personnel engaged in commercial appraisal;
- May be responsible for a specific appraisal area or category;
- Compiles records and requests field rechecks of commercial property;
- Assists in defending appraisal values before the Value Adjustment Board or courts of law by correlating detailed statistical data and analyzing market data;
- Assists, reviews and critiques Value Adjustment Board presentations of the commercial appraisers;
- Participates in discussions of assessment information with commercial property owners, their representatives, managers, attorneys, accountants, and similar individuals or groups;
- Explains commercial appraisal criteria, formulas, and statutory requirements;
- Applies existing policies and procedures to the day-to-day operation of assigned functional responsibilities;
- Insures application of uniform appraisal methods and practices to attain equity in assessments;
- Assists the Director of Commercial Appraisals and Deputy of Appraisals in training of personnel and in preparation of performance reviews;
- Participates in developing responses to commercial lawsuits by completing interrogatories and production requests;
- Communicates with assigned County Attorneys, in-house counsel or outside counsel and participates in mediations/negotiations on litigated parcels;
- Assists with updating Marshall Valuation Service cost manual, updating commercial extra feature costs and updating base rates for commercial properties.

## QUALIFICATIONS

### **Education and Experience:**

Five (5) years' experience in commercial property appraising or related field; or Bachelor's Degree in business administration, finance, accounting, real estate, real estate appraisal or related field, with course work in commercial property appraising, and one (1) year of 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 experience.

### **Knowledge, Skills and Abilities:**

- Knowledge of commercial property appraisals principles, methods, practices and techniques;
- Knowledge of the statutes, laws and regulations affecting appraisal and the theory of value as applied to commercial property;
- Knowledge of materials, methods, practices and stages of building construction;
- Knowledge of the geographic and economic areas of the county and zoning regulations applicable thereto
- Knowledge of the principals and practices of supervision and management;
- Ability to effectively supervise, manage and lead the department, teams and individuals to perform in a professional, efficient, and technically competent manner;
- Ability to assign, instruct, review and evaluate work assignments of technical and clerical personnel in a manner conducive to outstanding performance and high morale;
- 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.