



## **Director of Commercial Appraisals**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 21280

*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 with assignments and responsibilities related to the appraisal of commercial property. The incumbent in this class is responsible for planning and managing administrative functions for all classes of commercial property; planned commercial developments, and cooperatives. Incumbent responsibilities include the hands-on appraisal of the more difficult commercial complexes as well as supervising and/or advising appraisal personnel in commercial property appraisal functions as well as directing the activities and work of the Assistant Director and clerical support personnel. The incumbent exercises considerable independent judgment and initiative. The position reports to the Property Appraiser, Chief Deputy, Deputy of Appraisals or designee.

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

- Advises and directs appraisers and clerical support staff in their work of gathering and recording data to be used in determining value for all classes of commercial property. Also directs the activities and work of the Assistant Director;
- Plans, organizes, and directs studies to develop long range appraisal recommendations concerning commercial property; evaluates overall plans and proposals for major commercial projects; coordinates development of commercial property appraisal standards, guidelines, and policy;
- Defends commercial property values before the Value Adjustment Board and in courts of law;
- Develops and implements detailed procedures in support of Property Appraiser goals and assigned objectives;
- Plans work schedules, work flow, and sequences of events to facilitate deadlines and other seasonal tasks;
- Monitors processing of commercial appraisal records and files;
- Determines taxable status and values on all commercial property;
- Monitors commercial property permit activity;
- Coordinates exchange of commercial property appraisal data between the Property Appraiser's staff and outside agencies;
- Prepares correspondence for Property Appraiser's signature in answer to inquiries concerning appraisal values of commercial property, or legal statutes governing the commercial property appraisal function of the Property Appraiser's Office;
- Discusses evaluation and reevaluation information with commercial property owners, managers, attorneys, accountants, and property associations, explaining the commercial property appraisal criteria, formulas, and statutory requirements;
- Ensures application of uniform appraisal methods and practices to attain equity in assessments;
- 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 five (5) 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 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 state statutes, laws, rules and regulations pertaining to commercial property assessment;
- Knowledge of commercial property appraisal principles, techniques, practices and methods;
- Knowledge of the capabilities and limitations of computers in the mass appraisal function;
- Knowledge of good personnel management practices;
- Ability to support appraisals with tact and impartiality;
- Ability to interact with the 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 apply computer applications and software;
- Ability to communicate effectively and concisely, orally and in writing;
- Ability to plan, organize and coordinate the work of subordinates;
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.

## 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.

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**WORKING CONDITIONS**

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