



Director of Residential Appraisals

Category: Exempt
Pay Grade: 150
Job Code: 21290

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 in the appraisal of residential property. An incumbent in this class is responsible for planning and managing administrative functions for all classes of residential property; planned residential developments, and cooperatives. The responsibility includes the hands-on appraisal of the more difficult residential complexes as well as supervising and/or advising clerical staff, data collector staff, and appraisal staff in residential property appraisal functions. The incumbent exercises considerable independent judgment and initiative. The incumbent reports to the Property Appraiser, Deputy, Deputy of Appraisals or designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Advises all classes of appraisers, data collectors and clerical support staff in their work of gathering and recording data to be used in determining value for all classes of residential property;
- Plans, organizes and directs studies to develop long range appraisal recommendations concerning residential property; evaluates overall plans and proposals for major projects; coordinates development of residential property appraisal standards, guidelines, and policy;
- Defends residential property values before the Value Adjustment Board by correlating detailed statistical data and analyzing comparable sales which apply to the specific property in dispute;
- 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 tax roll deadlines and other seasonal tasks;
- Monitors work of processing of residential appraisal records and files;
- Determines taxable status and values on all residential property;
- Monitors residential permit activity;
- Coordinates exchange of residential 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 residential property, or legal statutes governing the residential appraisal function of the Property Appraiser's Office;
- Discusses evaluation and re-evaluation information with residential owners, managers, attorneys, accountants and homeowner associations, explaining the residential appraisal criteria, formulas, and statutory requirements;
- Ensures application of uniform appraisal methods and practices to attain equity in assessments;
- Performs related work as assigned or required.

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.
- 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 residential property assessment;
- Knowledge of residential property appraisal principles, techniques, practices and methods;
- Knowledge of the capabilities and limitations of computers in the mass appraisal function;
- Ability to support appraisals with tact and impartiality;
- Ability to apply computer applications and software;
- 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 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.

WORKING CONDITIONS

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