

Real Estate Assessment Division Director



General Summary of Classification:

Provides administrative oversight of the County's annual assessment/reassessment of all real estate in the County for tax purposes; monitors valuation trends with impact to the County's real estate-based revenues; provides support to the County Board of Real Estate Review and Equalization and appeals process; certifies the annual assessment report to the State Department of Taxation; oversees the Land Use Program and the Reinvest: Tax Abatement Program; and does related work as required.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Manages the operations and staff of the Real Estate Assessment Division of the Department of Finance;
- Provides strategic short-term and long-term administrative oversight for County's annual assessment and reassessment of all real estate and land use in the County for tax purposes; and advises the Director of Finance, County Administration and Officials on tax rates, real estate trends and their impact, and projects revenue generated from real estate assessments/reassessments;
- Ensures fiscally responsible management of the County's real estate valuations and tax assessment rates based on the analysis of relevant trends, data and findings, makes fiscally sound and viable recommendations related to the tax assessment rate and revenue projections for the County's overall budget, and ensures all assessments comply with applicable sections of Virginia Code;
- Ensures the County's compliance with all local, state, federal and other types of real estate valuation programs and regulations;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Serves as the County's subject matter expert (SME) for the following: property zoned residential and commercial and for the determination of fair market value in accordance with VA Constitution, Article X, Section 2 and the Code of Virginia (CoV), § 58.1-3201; Title 58.1-3230 through 3244 of the CoV which provides for the assessment of land based on use value rather than market value; Article X, Section 6-A of the VA Constitution which allows for exemption of taxation of real property of a disabled veteran and his/her spouse; and Article X, Section 6-B of the VA Constitution which allows for exemption of taxation of real property of a surviving spouse of a military service member killed in action. Routinely utilizes own extensive working knowledge of appraisal field, principles and practices of appraising property, zoning laws, construction practices, building and land valuation, property owner rights, and the appeals process to perform assigned duties; extensive knowledge of social and economic factors affecting property values and market trends; excellent knowledge of the County's land use mix and zoning; demonstrated ability to effectively supervise, train and develop assigned staff and to manage workloads efficiently to meet critical deadlines; serves as SME to testify and defend appraisals in hearings and courts of record as needed; and meets with the public and to discuss appraisals professionally with courtesy and tact.
- **Technical:** Sound computer skills; sound working knowledge of division-specific operations, mandates and regulations; real estate appraisal and assessment practices and regulations; real estate values, valuations, trending, analysis and reporting.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral communication skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain the assessment process, valuations, appeal options. Meets with stakeholders, regarding appraisals and programs, interacting professionally with courtesy and tact.
- **Decision-making, and Authority:** Consistently demonstrates sound judgement and critical thinking skills with the ability to effectively problem solve and make sound decisions; ability to accurately synthesize, consider and weigh a variety of relevant factors, make accurate determinations and viable decisions and recommendations to County Administration and Officials.
- **Leadership:** Serves as SME for County Administration, Board of Supervisors and the County and the Board of Real Estate Review and Equalization. Politically savvy; consistently demonstrates personal accountability, professional integrity, excellent management and supervisory skills including the ability to develop, coach and mentor as well as foster and maintain high morale and engagement; leads and collaborates effectively to achieve department & County goals.
- **Environment:** Works in an office or boardroom setting; may work in various job-related indoor and outdoor locations as needed.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of County personnel, officials, and the public. Physical ability sufficient to perform assigned duties in an office environment and other duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in real estate, accounting, finance, public administration, or a related field;

Experience: Six (6) years of real estate appraisal work experience (preferably in local government) including two (2) years of responsible supervisory and managerial experience;

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.
- Valid Driver's license.
- Conflict of Interest disclosures (completed prior to first day of employment): Real Estate Disclosure Statement.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.