

REASSESSMENT COORDINATOR/ASSESSMENT SYSTEMS ADMINISTRATOR

Grade: 37

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical work planning, organizing and directing reassessment and property tax records management functions and regulatory compliance; does related work as required. Work is performed under limited supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, organizing, directing and supervising the Reassessment program. Monitoring regulatory compliance; preparing and maintaining property tax records and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches, evaluates and selects appraisal firm.
- Interprets, applies, explains and ensures compliance with all federal, state and local policies, procedures, rules, regulations, laws and standards; initiates any actions necessary to correct deviations or violations.
- Researches, plans, develops and implements reassessment policies and procedures
- Authorizes and coordinates general reassessment notice printing and mailing in conjunction with the Board of Assessor's and Commissioner of Revenue's Office.
- Responds to questions or complaints related to reassessment operations or personnel; researches problems and initiates problem resolution; provides resolution of complex problems beyond the capability or authority of subordinate staff.
- Serves as liaison between the appraisal firm and County Departments.
- Provides and coordinates technical support.
- Serves as contact person and coordinator regarding all third party vendor software program procedures, software maintenance and system modifications for the systems processing real estate data.
- Oversees maintenance of reassessment files/records; ensures maintenance of documentation/records per established guidelines governing records retention.
- Attends meetings, serves on committees and makes speeches or presentations as needed.
- Prepares reassessment budget; administers approved budget and monitors expenditures.
- Assists in the development and implementation of long/short term plans, goals and objectives for the reassessment program.
- Develops appraisal tools to be made available for the reassessment contractor
- Develops and maintains electronic property records management software by serving as contact person and coordinator regarding all third party vendor records management software programs procedures, software maintenance and system modifications

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of project management or contract management skills; some knowledge of methods and techniques of real property assessment thorough knowledge of the state laws and County ordinances relating to real property assessment; ability to communicate ideas in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public. Experience with or knowledge of SharePoint, SQL, and/or report building preferred.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting or related field and extensive tax administration experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.