



AUGUST 2018
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 0122

DEPUTY ASSESSOR - SYSTEMS AND SUPPORT

DEFINITION

Under administrative direction, plans, organizes, and provides general direction and oversight for all functions and activities of the Systems and Support Division in the Assessor's Office, including administration, management, policy, and program planning; may act on behalf of the Assessor or Assistant Assessor during absences; supervises the work of assigned subordinate staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assessor. Exercises general direction or general supervision over supervisory, professional, paraprofessional, technical, and administrative support staff either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for the Systems and Support Division of the Assessor's Office. The incumbent is responsible for implementing policy, developing goals and objectives, administering the division's budget, and supervising professional, technical, and administrative support staff. This class manages all non-valuation functions required for the preparation of the local assessment roll, all departmental administrative functions, the assessment standards program, management information systems, and fiscal support services.

This class is distinguished from the Assistant Assessor in that the latter is an assistant department head with responsibility to assist in the planning, organizing, managing, and oversight for all functions and activities of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, and provides general direction and oversight for all functions and activities of the Systems and Support division within the Assessor' Department.
- Develops, evaluates, and directs the implementation of goals, objectives, work standards, and division policies and procedures.
- Provides assistance and support in managing and participates in the development, preparation and administration of the department's budget; prepares supporting analysis and reports to justify the proposed budget.
- Interprets the revenue and taxation code to develop office policies and procedures; interprets, analyzes, and implements laws, rules, and regulations pertaining to assessment and valuation procedures.
- Analyzes complex assessment system issues and provides solutions; analyzes automation and recordkeeping system needs.
- Develops roll preparation processes and ensure they are completed.
- Directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team environment.
- Oversees staff for the planning, coordination, and implementation of new systems.
- Directs business activities with regard to sales of Assessor data and information.
- Reviews work programs, productivity, and performance standards for the division.
- Researches and analyzes data; prepares reports.
- Represents the Assessor's Office before the courts and other governmental agencies.
- Makes public presentations related to the functions and duties of the Assessor's Office.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the division.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Assessment support functions and procedures.
- GIS and mapping principles and standards.
- Information technology, business process analysis, and project management principles and practices.
- Principles and practices of budget development and administration.
- Administrative principles and practices including goal setting, budget development, and implementation.
- Applicable federal, state, and local laws, regulatory codes, ordinances, legal opinions, and procedures relevant to the Assessor's Office.
- Principles and practices involved in the assessment of real and personal property.
- Local government organization and operations.
- Interrelationships between County government, the community, and other agencies.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly and effectively.
- Techniques for providing a high level of customer service to the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, manage, direct, and oversee the staff, operations, and services of an assigned division.
- Develop and implement goals, objectives, policies, procedures, programs, and ordinances.
- Provide administrative, management, and professional leadership and direction for the division, department, and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Comprehend and interpret complex regulations, laws, and guidelines.
- Interpret, evaluate, and implement departmental policy and program practices.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Explain policy, procedures, and recommendations to staff, other departments, public officials, and the general public.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise initiative, prudence, and good judgment in analyzing and solving complex and difficult administrative, managerial and technical problems and make effective decisions in a timely manner.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, real estate, business administration, information technology, or a closely related field;

AND

Three (3) years of experience in the analysis, implementation, and maintenance of complex systems, and performing professional administrative functions such as budget and policy development and at least two (2) years of experience in a supervisory capacity.

Experience working with a property tax administration system is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Within one (1) year of employment, obtain a Basic Appraiser Certificate issued by the California State Board of Equalization.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays.