



MAY 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0121

ASSISTANT ASSESSOR

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for all functions and activities of the Assessor's Office; incumbents are responsible for the administration, management, policy, and program planning of the Valuation Division in the Assessor's Office; acts on behalf of the Assessor during absences; 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 an assistant department director classification that oversees and directs the Valuation Division of the Assessor's Office. This class assists the Assessor in the administration of departmental policies and procedures, and manages the activities of the staff involved in the functions of real, personal, and business property valuation required in the preparation of the local assessment roll. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions.

This class is distinguished from the Assessor in that the latter is a department head with responsibility for overall policy development, program planning, fiscal management, and operation of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Provides responsible assistance and support to the Assessor with a variety of administrative and management functions in the Valuation Division.
- Assists in managing and participates in the development and administration of the department's budget; 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.
- Directs subordinates concerning the valuation methods and techniques of assessment.
- Manages, directs, and represents the Assessor's Office before the Assessment Appeals Board, participates in the Chief Appraiser affiliate of the California Assessors' Association.
- Selects, trains, motivates, and evaluates the work of division personnel, provides direction or coordinates staff training, works with employees to correct deficiencies.
- Develops, evaluates, and implements division policies and procedures and short- and long-range division goals and objectives.
- Develops and implements operational changes to maintain the highest assessment and valuation standards throughout the governmental assessment profession.
- Interprets, analyzes, and implements laws, rules, and regulations pertaining to assessment and valuation procedures.

- Researches and analyzes data; prepares reports.
- Attends and participates in professional group meetings; monitors current and upcoming regulations and codes; and stays abreast of new trends and innovations in the field of law and other services as they relate to the area of assignment.
- 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.
- Acts as the Assessor on a relief basis.
- 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 assigned division.
- Principles and practices of leadership.
- Principles and practices involved in the assessment of real and personal property.
- Administrative principles and practices including goal setting, budget development and implementation.
- Applicable federal, state, and county laws, codes, rules, regulations, legal opinions, and standards affecting functions and operations of the Assessor's Office.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Local government organization and operations.
- Interrelationships between County government and the community, and other agencies.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with 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:

- Assist in providing administrative and professional leadership and direction for the Valuation division, the Assessor's Office and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Plan, direct, coordinate, and administer a division of a department, through subordinate staff.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Comprehend and interpret complex regulations, laws, and guidelines.
- Develop and implement short- and long-range departmental goals and objectives.
- 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.
- 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, ingenuity, prudence, and good judgment in analyzing and solving complex and difficult administrative, managerial and technical problems.
- 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.

Possession of a bachelor's degree from an accredited four-year college or university in accounting, finance, real estate, business administration, or a closely related field, and five (5) years of professional property appraisal experience at a level equivalent to the County 's class of Senior Appraiser, including two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of, and maintain a valid Advanced 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 on evenings, weekends, and holidays.