

GAAO SPONSORS

**IAAO COURSE #400
ASSESSMENT ADMINISTRATION**

**Instructor: Stephen White, Appraiser IV Georgia Department of
Revenue, Chief Appraiser/Director, Cobb County, GA**
30 HOUR CONTINUING EDUCATION CREDIT FROM DOR

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one. This provides for a greater understanding of the major functions.

December 3-7, 2018

8:00 AM - 5:00 PM

**COURSE 400 TO BE HELD AT COBB COUNTY ELECTIONS TRAINING ROOM
WESTPARK GOVERNMENT COMPLEX, 736 WHITLOCK AVE. MARIETTA, GA
LODGING AVAILABLE AT:**

**HILTON ATLANTA/MARIETTA HOTEL AND CONFERENCE CENTER
500 POWDER SPRINGS STREET, MARIETTA, GA 30064
CAN BE USED IN LIEU OF COURSE VI MANAGEMENT FOR APPRAISER IV EXAM**

COURSE REGISTRATION FORM

Registration Deadline: January 12, 2015

Course Fee: \$500.00

Name: _____

Address: _____

(City)

(State)

(Zip Code)

Daytime Phone: _____ Email Address: _____

County/City/Company Employed by: _____

Please make checks payable to: GAAO

Return Registration Form with Course fee by November 5, 2018 to: GAAO

John Scott, Executive Director
P O Box 734,
Statesboro, GA 30459

Questions or Concerns: Contact John R. Scott at 912-764-0116 or by email at gaaof@frontiernet.net
or Stephen White at 770-528-3106 or by email at Stephen.white@cobbcounty.org

For Lodging and Directions: <http://www3.hilton.com/en/hotels/georgia/hilton-atlanta-marietta-hotel-and-conference-center-ATLMAHF/index.html> Phone: 1-770-427-2500