

WHITFIELD COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF APPRAISER

PURPOSE OF CLASSIFICATION

The purpose of this classification is direct the programs, services, staff and resources of the County Tax Assessor's Office.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, develops and directs department programs, services, resources and staff; formulates long and short range goals, objectives and plans; develops policies and procedures; ensures that operations comply with policies, procedures and related State laws; and directs the implementation of programs and services through subordinate supervisors and staff.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Chief Administrative Officer of the Appraisal and Office Staff.

Monitors and evaluates department programs and services; assesses department performance; and identifies and implements changes to maximize use of resources and achieve goals and objectives as established by the Board of Tax Assessors.

Directs the mapping of parcels, parcel splits, new subdivision plats and deeds; supervises the editing and maintenance of property mapping databases; oversees the preparation of the Tax Digest; and prepares and reviews annual consolidation and total sheets by tax District for review by the State Department of Revenue. Responsible for Meeting Regulatory Deadlines.

Supervises and/or conducts research, studies and analyses of internal ratio, property management compliance issues, market issues, and proposed legislation; prepares reports of analyses, findings and recommendations; identifies areas with property value problems; and develops and implements corrective solutions. Provides guidance to staff regarding difficult and upper level appraisal issues and tasks and the interpretation of policies.

Performs complex appraisals for industrial and commercial properties; provides guidance to staff regarding difficult appraisal issues and the interpretation of policies; and negotiates and arbitrates the settlement of appeals and the other complaints/problems.

Manages department financial resources; develops and administers the department's budget; reviews and approves expenditures; and prepares and/or reviews financial reports.

Responds to inquiries and provides information to the property owners, taxpayers, general public, elected officials, government agencies, the media and other departments regarding property values, ownership and other department issues; reads, responds and/or assigns communications received via e-mail, telephone and written correspondence.

Acts as custodian for all appraisal records, tax maps and related data residing in the Tax Assessor's office; and directs the establishment and management of department records, files and databases.

Reviews Homestead Exemption for accuracy and compliance; and oversees and reviews property applications for farm, historic and other special exemptions.

May serve as a member of varying boards, task forces, committees and management teams; prepares presentations to communicate information and provide updates on projects and initiatives; and attends conference and workshops.

Formulates and executes Requests for Proposals for the procurement of special services and projects; and advises management on the procurement of services and systems which affect the Tax Assessor's office and its programs.

Operates a personal computer and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business management or a related field; supplemented by five years of progressively responsible experience in property appraisal and assessment work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain Appraiser IV Certification from the State of Georgia.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Whitfield County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.