



JOB DESCRIPTION

Title	Property Appraisal Supervisor	Created	Jan. 2016
Department	Assessment & Taxation	Revised	
Job Class	M 5	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

The Property Appraisal Supervisor supervises staff in the planning, organizing and managing of the residential, commercial/industrial/personal property, and farm appraisal functions of the Assessment and Taxation Department.

Supervisory responsibilities include property appraisers, technical and administrative staff assigned to the Appraisal Work Group. Responsible for the development and implementation of uniform appraisal methodologies and practices. Exercises independent initiative and professional judgment to solve complex problems and to accomplish desired goals and objectives.

This position is distinguished from the Senior Property Appraiser in that the Property Appraisal Supervisor supervises staff and by the increased responsibility of planning, directing and evaluating the day-to-day operations of the assigned work group.

The Property Appraisal Supervisor receives direction from the Director of Assessment & Taxation.

Essential Functions

- Plan, prioritize, assign, supervise and review the work of staff involved in appraisal and assessment of residential, rural, and business property; participate in the selection of staff; provide or coordinate staff training; establish work goals and project plans; evaluate employee performance; work with employees to correct work performance deficiencies. Prepare justifications and recommendations for filling vacant positions by providing a list of preferred skills and abilities, recruitment questions and rating criteria and make recommendations to hire.
- Evaluate and refine the Annual Appraisal Plan and Ratio Study for submittal to the Director of Assessment & Taxation; ensure that goals and objectives are met; establish project schedules using best practices to complete cyclical appraisal assignments in a timely manner.
- Evaluate and refine appraisal activities for cyclical and special projects as assigned by Director of Assessment & Taxation; evaluate and implement modifications to appraisal best practices; establish production standards; maximize use of office resources; determine and design automation standards; review and provide final weekly metric performance reports to Director of Assessment & Taxation.
- Complete workforce analysis and establish timelines to ensure appraisal projects are completed in a timely manner; supervise the annual preparation of statistical studies to ensure consistency of appraisal and uniformity of valuation for assigned properties; supervise the compilation of valid and reliable data samples and review



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the documentation of appraisal methodologies; provide management reports that evaluate the results.

- Supervise the completion of a variety of special studies including construction cost, rental data, and market trends; evaluate procedures used in appraising and assessing assigned properties including the collection, storage, and retrieval of valid data from market participants.
 - Supervise the preparation of reports and presentations to the Board of Property Tax Appeals, Department of Revenue (DOR), and Oregon Tax Court regarding contested appraisals and procedures; review and critique expert testimony of others; assist County Counsel in information gathering and answering questions; resolve all assigned cases; present written and oral expert testimony at hearings and courts if needed.
 - Assist with budget preparation and administration; prepare cost estimates for budget recommendations; submit justification for requests; monitor and control expenditures.
 - Respond to inquiries and provide information to stakeholders and public; investigate complaints from the public and recommend corrective action in responding to taxpayers, DOR, vendors, and other agencies.
 - Review, interpret, apply and explain complex rules, regulations, codes, laws and ordinances related to property valuation appraisal and tax assessment techniques
 - Communicate effectively orally and in writing to convey information appropriate for the needs of the audience
 - Manage time and the time of others effectively to coordinate work of staff and meet critical deadlines.
 - Identify complex problems and review relevant information to evaluate options and implement solutions.
 - Locate, research, interpret and apply a variety of source records and information related to property valuation appraisal and tax assessment purposes.
 - Collect, evaluate and summarize factors relating to appraisals, business property acquisitions, exemptions and appeals.
 - Understand and use property maps, title documents, property descriptions and related documents, floor plans from blueprints, boundaries from legal descriptions, mapping symbols and plotting lines.
 - Apply the principles and techniques of physical inspection and appraisals for real and personal property.
 - Read and understand information and ideas presented through written communication.
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- Listen to and understand information and ideas presented verbally.
 - Apply general rules to specific problems in order to resolve issues.
 - Meet the needs of customers within the scope of the class or provide referrals to other available resources that will meet customer needs.
 - Make statistical inferences from complex data.
 - Use sound judgment and personal initiative to accomplish assignments.
 - Work independently, prioritize work, coordinate activities and meet critical deadlines.
 - Review the work of technical and professional staff and evaluate for pertinence, accuracy and completeness.
 - Establish and maintain cooperative working relationships with stakeholders, whether members of the public or coworkers from diverse groups and backgrounds.

Mandatory Qualifications

Extensive knowledge of:

- a) Principles and processes for providing customer and personal services.
- b) Building construction including different varieties, materials, quality, quantity and costs.
- c) Principles and practices of urban, rural and residential valuation, business property appraisal, and mass appraisal.
- d) Principles and practices of ad valorem taxation.
- e) Standards and codes of conduct set by the Oregon Department of Revenue.
- f) Market factors, market forces, and other indicators affecting property valuation.
- g) State of Oregon real estate laws, preferred methods, and property tax automation standards.

General knowledge of:

- a) Effective motivation, coaching and performance management of personnel.
 - b) Expert testimony; courtroom protocol, rules and procedures.
 - c) Effects of economic trends on market prices, construction and replacement costs and values.
 - d) Principles of supervision, training, and employer-employee relations.
 - e) Principles of preparing persuasive arguments, public speaking and presentations.
 - f) Code of Professional Ethics and Standards of Professional Appraisal Practice of the I.A.A.O., Oregon Department of Revenue, Oregon Tax Court, Appraisal Institute, American Society of Appraisers, the Appraisal Foundation Principles of public sector budgeting and cost allocations
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A typical way to obtain the knowledge and abilities would be:

A Bachelor's Degree in Business Administration, Public Administration, or Science and three (3) years of journey level property appraisal experience and one (1) year of lead or supervisory experience or an Associate's Degree in Business Administration, Public Administration, or Science and 5 years of journey level property appraisal experience and one (1) year of lead or supervisory experience.

Must possess current registration as a qualified Property Appraiser from the State of Oregon Department of Revenue.

Must possess and maintain driving privileges in the State of Oregon.

Desired Qualifications

Physical Demands

Physical demands on the position are minimal involving movement of boxes, files, records, and other materials typically not exceeding 25 pounds.

Working Conditions

Typical office environment and outdoors in all terrains when making property inspections.

Supervisory Responsibility

Exercises direct supervision over assigned professional, technical, and administrative staff within the Property Appraisal Work Group.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.