



JOB DESCRIPTION

Title	Assessment & Taxation Director	Created	April 2013
Department	Assessment & Taxation	Revised	
Job Class	M 8	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Plan, organize, direct and evaluate the activities of the assessment, appraisal, mapping, tax collection and property management functions for the county as prescribed by Oregon revised statute.

Essential Functions

- Develop, implement and evaluate short-term departmental goals and programs for departmental operation; establish and maintain department policies and procedures. Prepare and submit reports regarding operations and activities as requested or scheduled.
- Long term planning and succession plans including applicable cross training.
- Formulate and present departmental budget for submission to County Manager. Monitor and manage fiscal operations of the department to remain within budgetary constraints.
- Direct activities of the appraisal, assessment, mapping, tax collection, property management, and clerical units of the department. Ensure compliance with Oregon Revised Statutes, Department of Revenue and various county policies and procedures. Maintain assigned county property and equipment.
- Represent the Assessor's Office at meetings and conferences; promote programs of the department and interpret state statutes and county policies to employees and the public.
- Monitor and direct work performance of departmental employees through subordinate supervisors. Maintain standards of efficiency and morale among department employees.
- Ensure employees are provided necessary training. Confer with department supervisors regarding personnel concerns and approve new hires, transfers, promotions, layoffs and terminations.
- Confer with the public regarding complaints, problems and requests for information. Hold hearings and public meetings. Prepare news releases as appropriate. Meet with legislators and provide input on effect of legislation at the county level. Explain or defend assessments and procedures before the Board of Property Tax Appeals, magistrate, and regular division of Tax Court, etc.



JOB DESCRIPTION

- Attend conferences, schools, and seminars to keep informed of property assessment and taxation laws in order to maintain mandated educational requirements.
- Follow all safety rules and procedures established for work areas.
- Responsible for all departmental administration including:
 - Office procedures, priorities, goals and objectives
 - Management of expenditures
 - Maintenance of records
 - Preparation of reports
 - Preparation of budgets
 - Enforcement of the administrative & personnel policies
 - Risk management
 - Training in Bureau of Labor and Industries (BOLI) for the supervisory staff

Auxiliary functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Perform duties of Property Appraiser as workload and staffing needs dictate, or uniqueness of appraisal requires particular expertise. Perform research for and provide assistance on property and tax matters for County Manager and County Counsel.

Mandatory Qualifications

Broad knowledge of state and local laws and regulations governing activities of the Assessor's Office; principles of taxation and tax structure of the county; theories, principles and practices of property appraisal; general management, including public relations, personnel management and fiscal management. Registration in the State of Oregon as a certified appraiser. Equivalent to a four-year college education in business administration, economics, or closely related field. At least (6) years' experience in performing at least residential through commercial property appraisals, at least two of which must include supervisory responsibilities. Must possess and maintain driving privileges in the State of Oregon. Must be bondable.

Desired Qualifications

Experience performing farm, forest and industrial appraisals. A graduate degree is preferred.

Physical Demands

Physical demands on position are minimal involving moving materials, such as books, files, records, equipment, etc., weighing up to 15 pounds.



JOB DESCRIPTION

Working Conditions

Usual office working conditions. Occasional field work will expose worker to various weather conditions and terrains.

Supervisory Responsibility

Responsible for at least 10 and up to 25 persons.

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.

Clatsop County Human Resources, 800 Exchange, Suite 410, Astoria OR 97103. 503-325-1000