

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Deputy Appraisal Director

Pay Grade: 13 **Minimum Salary:** \$82,222.40

Dept./Div.: Appraisal

Employment Status: Full-time

Reports to: Appraisal Director

FLSA Status: Exempt

Civil Service Status: Unclassified – R.C. 124.11 (A)(9)

EEO Status: 01- Officials & Administrators

CLASS DESCRIPTION:

Under administrative direction of the Appraisal Director, the Deputy Appraisal Director is responsible for all real estate valuations made in house by appraisal staff as well as all appraised values made by contract Appraisers; responsible for oversight into the annual maintenance (new construction) projects as well as the six year Sexennial Reappraisal and the third year Triennial Update valuations; responsible for supervision and management of all day to day activities with the appraisal staff; responsible for learning year end abstract and edit processes along with creation of all project constituent mailers: high level understanding of tax incentives such as TIF's, Exemptions, Abatements and the CAUV processes; performs other related duties as required. This position is privy to confidential information and performs a variety of fiduciary tasks for the Auditor's Office. The Deputy Appraisal Director will serve as back up for the Appraisal Director when necessary.

QUALIFICATIONS: An example of acceptable qualifications:

Possession of a Bachelor's degree in business administration, real estate or related discipline and a minimum of 10-15 years of direct appraisal/assessment experience with 5 years specializing in commercial and industrial appraisal; or possess a General Certified Commercial appraisal license issued by the State of Ohio or equivalent mass appraisal/project management experience and IAAO designations with a minimum of 10-15 years related experience; knowledge of principal, practices and techniques utilized in the appraisal of all categories of real property. Thorough knowledge in Computer Assisted Mass Appraisal (CAMA). Ability to plan, organize, supervise, coordinate and direct assigned staff in a manner conducive to maximum performance and high morale.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy. Must possess a General Certified Commercial appraisal license issued by the State of Ohio or equivalent IAAO designations

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, IAS World – CAMA software, RMS, GIS, Pictometry/Street Level Imagery, Costar/MLS, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment, motor vehicle, moving dolly/cart.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

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In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 20% (1) Manages and supervises all assigned employees(e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes, etc.); responsible for managing the day to day operations within the appraisal department (e.g., director stand ups; meetings with Chief of Staff and Deputy Chief of Staff; daily report with staff; staff meetings; tax incentive and CAUV updates, etc.).
 - 20% (2) Assists Director with monitoring, advising, and supervising the contract appraisers that are utilized in the performance of the annual new construction, Triennial, and Sexennial contracts; informal reviews after Triennial and Sexennial years; answers all questions related to these contracts and ensures the quality control standards are being adhered to; develops planning calendars for each contract appraisal function to ensure adequate staffing and completion (e.g., annual maintenance and new construction; triennial update, sexennial reappraisal, etc.); monitors monthly status meetings to ensure that the completion of the contracts meet statutory requirements; submits bi-weekly status reports from production and manpower reports submitted by the contract appraisal company; answers all value and procedures related questions from the contract appraisers.
 - 20% (3) Leads planning and strategy meetings with Director; plans and strategizes concerning Annual Maintenance, New construction, Triennial Update, Sexennial Reappraisal and informal reviews; conducts CAMA discussions about problems and solutions with department supervisor; conducts informal staff appraiser discussions concerning problems and questions; conducts follow up meetings on progress concerning Annual Maintenance, New Construction, the Triennial Update and the Sexennial Reappraisal; interacts with staff on a daily basis concerning problems or potential problems; reviews Annual Maintenance, New Construction, Triennial Update, and Sexennial Reappraisal contracts every three (3) years to make sure that they are properly worded and inclusive of the needs and wants of the Auditor's Office for the upcoming three (3) year cycle.
 - 15% (4) Stays informed as to the local changes in the market place in Franklin County as well as macro changes in the market place that will or might have an impact on the local real estate market; stays on top of market metrics from published sources for usage in developing market models in use by the CAMA system, and the market guidelines for both staff and contract appraisers for the three approaches to value (the cost, the income approach, and the sales comparison approach); must understand and be able to explain any issues
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with the CAMA system with its ability to function properly; troubleshoot issues that might have a negative impact on future valuations set for annual maintenance and new construction, the Triennial update, and the Sexennial Reappraisal Valuations.

- 10% (5) Performs appraisal functions as needed (e.g., performs on-site inspections of residential, agricultural, or commercial properties (e.g., new construction, farms, additions, razing's, commercial property, public utilities, etc.); compiles market data from research and records; assembles data and writes appraisals for taxing purposes; checks real property sales records against recorded appraisal and determines market value; performs same function for manufactured homes taxed like real estate; measures structures and defines factors (e.g., water and sewer systems, age of structure, condition, etc.) to determine value for tax purposes according to prescribed schedule; performs same function for manufactured homes taxed like real estate.
- 10% (6) Acts as Senior Appraiser and teacher/trainer (e.g., trains the staff appraisers in technical or, experiential methods; imparts all knowledge to staff in a manner that makes staff think about what they are doing and what different ways they could handle the same problem, etc.); maintains Ohio Certification and capable of being an expert witness; serves as back up for the Appraisal Director.
- (7) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (8) Maintains required licensures and certification, if any.
- (9) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (10) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (11) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; interviewing techniques; training methods; budgeting; local government finance; office practices and procedures; *Ohio Revised Code (applicable Auditor's duties); bookkeeping; supervisory principles and practices; office management; payroll; financial reporting practices and procedures; human resources management; government regulations relating to County Real Estate operations; appraising; fee and mass appraising procedures, ethics, and practices; real estate.

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Skill in: computer operation; use of modern office equipment; customer service; operation of data processing equipment; GIS software; motor vehicle operation.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; apply management principles to solve agency problems; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; train or instruct others; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite.

POSITION DIRECTLY SUPERVISED:

Chief Commercial Appraiser, Appraiser I and Appraiser II, Tax Incentives Supervisor/TIRC Representative

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.
