

DEPUTY FOR ASSESSMENT ADMINISTRATION

Job Code	Pay Grade
21176	150

Nature of Work

This is highly responsible technical, administrative, and managerial work providing oversight, planning, and direction as the head of the Property Appraiser's Assessment Administration Department. An employee in this class is responsible for directing and coordinating the activities of the following division directors: Personal Exemptions, Institutional Exemptions, Homestead Fraud, Property Value Roll, Budget & Finance, Human Resources, and Public Information Services, as well as the activities of the Assistant Deputy for Land Records (Cartography/Deeds and Abstract functions). Work is performed with considerable independent judgment and initiative under the general supervision of the Property Appraiser.

Minimum Qualification Requirements

- Bachelor's degree in public or business administration, real estate, or related field and at least 5 years of experience in ad valorem tax that includes at least 4 years of management and supervisory experience, or;
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Administers policies, regulations, methods, and procedures applicable to functions performed by the Assessment Administration Department.
- Assigns, coordinates, supervises and evaluates the work of the Assistant Deputies and Division Directors of the Assessment Administration Department.
- Consults with local governmental officials, attorneys, private property owners, tax representatives, and others, concerning Assessment Administration Department functions.
- Represents the Property Appraiser as required at meetings with governmental agencies and the private sector regarding assessment administration. May also act in behalf of the Property Appraiser.
- Reviews and recommends changes to Florida Statutes, Department of Revenue (DOR) regulations, department rules and regulations, and other guidelines pertaining to functions.
- May act as spokesperson for the office in matters of interest to the media concerning Assessment Administration Department functions.
- Coordinates investigation of customer complaints concerning personnel assigned to the Assessment Administration Department.
- Provides testimony for litigation pertaining to matters involving functions of the Assessment Administration Department.
- Represents the Property Appraiser before special masters and the Value Adjustment Board on matters involving functions of the Assessment Administration Department.
- Reads, refers, or answers memos, reports, and correspondence on matters pertaining to functions of the Assessment Administration Department.

Knowledge, Skills, and Abilities

- Knowledge of laws, rules, regulations and procedures related to functions performed by the Assessment Administration Department.
- Knowledge of public administration, management and supervisory techniques.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of research techniques, methods, and procedures.
- Ability to communicate professionally and effectively, both written and orally.
- Ability to give clear and understandable direction.
- Ability to work independently on complex tasks.
- Ability to plan, organize, and coordinate the work of subordinates.
- Ability to establish and maintain effective and cooperative working relationships with subordinates and superiors, and to promote public relations with other governmental agencies, community officials, citizens, and government officials.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt