

DIRECTORS OF BRANCH OFFICES

| Job Code | Pay Grade |
|----------|-----------|
| 21270 | 150 |

Nature of Work

This is advanced specialized technical and managerial tasks directing and coordinating the daily activities of the staff and resolving problems that arise in the branch offices of the Property Appraiser's Office.

Employees in this class represent the Property Appraiser in dealing with the public and private sector and must be able to answer policy and procedure questions about the Property Appraiser programs, activities, assignments, and the assessment procedures. They must have general knowledge about ad valorem tax exemptions, mapping and the property value roll, and an extensive knowledge about real property assessments. Incumbents have direct supervisory responsibilities over employees assigned to the office. The incumbent exercises considerable independent judgment and initiative in carrying out the daily operations of branch offices. The position reports to the Deputy for Appraisals or designee.

Minimum Qualification Requirements

- Bachelor's degree in business administration, finance, accounting or related field with course work in real estate, land appraising, or a related field plus 7 years highly responsible experience in real estate, land appraising or directly related business activities that include team leadership, supervision, or supervisory training; 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.
- Possession of the Certified Florida Evaluator designation or equivalent.
- 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.)

- Plans, directs, coordinates and supervises personnel involved in the task of generating Ad Valorem property value roll.
- Reviews work of the Assistant Director, evaluators, data collectors, and clerical personnel.
- Defends appraisal values before the Property Appraiser's Adjustment Board by correlating detailed statistical data and analyzing comparable sales ratio studies and income data.
- Ensures application of uniform appraisal methods and practices to attain equity in assessments.
- Prepares correspondence for Property Appraiser's signature to answer inquiries about appraisal values or legal statutes governing the appraisal function.
- Coordinates with other governmental agencies for the exchange of pertinent information.
- Prepares budget and monitors expenditures of office.
- Assists Director of Training in the training of assigned personnel.
- Evaluates performance of assigned personnel and prepares performance reviews.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of state statutes, laws, rules and regulations pertaining to property assessment.
- Knowledge of the three approaches to value and the methodology applicable to each.
- Knowledge of the capabilities and limitations of computers in the mass appraisal function.

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Knowledge, Skills, and Abilities (continued)

- Ability to interact with citizens in a courteous, friendly, and effective manner, and to establish and maintain good working relationships with personnel assigned to the Property Appraiser's Office and other government agencies.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to apply computer applications and software.
- Ability to plan, organize and coordinate the work of subordinates.
- Ability to analyze and solve administrative problems and to render advice and assistance on each.
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.
- Ability to support appraisals with tact and impartiality.

For official use only

| Revised | EEOC Code | Overtime Code |
|---------|----------------------|---------------|
| 8/10 | Officials & Managers | Exempt |