

DIRECTOR OF COMMERCIAL APPRAISALS

Job Code	Pay Grade
21280	150

Nature of Work

This is an advanced specialized technical and managerial position with assignments and responsibilities related to the appraisal of commercial property. The incumbent in this class is responsible for planning and managing administrative functions for all classes of commercial property; planned commercial developments, and cooperatives. Incumbent responsibilities include the hands-on appraisal of the more difficult commercial complexes as well as supervising and/or advising appraisal personnel in commercial property appraisal functions as well as directing the activities and work of the Assistant Director and clerical support personnel. The incumbent exercises considerable independent judgment and initiative. The position reports to the Property Appraiser, Chief Deputy, 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 5 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.
- 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.)

- Advises and directs appraisers and clerical support staff in their work of gathering and recording data to be used in determining value for all classes of commercial property. Also directs the activities and work of the Assistant Director.
- Plans, organizes, and directs studies to develop long range appraisal recommendations concerning commercial property; evaluates overall plans and proposals for major commercial projects; coordinates development of commercial property appraisal standards, guidelines, and policy.
- Defends commercial property values before administrative boards and in courts of law.
- Develops and implements detailed procedures in support of Property Appraiser goals and assigned objectives.
- Plans work schedules, work flow, and sequences of events to facilitate deadlines and other seasonal tasks.
- Monitors processing of commercial appraisal records and files.
- Determines taxable status and values on all commercial property.
- Monitors commercial property permit activity.
- Coordinates exchange of commercial property appraisal data between the Property Appraiser's staff and outside agencies.
- Prepares correspondence for Property Appraiser's signature in answer to inquiries concerning appraisal values of commercial property, or legal statutes governing the commercial property appraisal function of the Property Appraiser's Office.
- Discusses evaluation and re-evaluation information with commercial property owners, managers, attorneys, accountants, and property associations, explaining the commercial property appraisal criteria, formulas, and statutory requirements.
- Ensures application of uniform appraisal methods and practices to attain equity in assessments.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of state statutes, laws, rules and regulations pertaining to commercial property assessment.
- Knowledge of commercial property appraisal principles, techniques, practices and methods.
- Knowledge of the capabilities and limitations of computers in the mass appraisal function.
- Knowledge of good personnel management practices.
- Ability to support appraisals with tact and impartiality.
- Ability to interact with the 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 apply computer applications and software.
- Ability to communicate effectively and concisely, orally and in writing.
- Ability to plan, organize and coordinate the work of subordinates.
- Ability to exercise good judgment in applying and interpreting Property Appraiser's policies and procedures.

For official use only

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