



Dorothy Jacks, CFA, AAS

PROPERTY APPRAISER – Palm Beach County

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We Value What You Value

RESIDENTIAL APPRAISAL MANAGER

Salary Range: \$79,500 - \$132,500

JOB SUMMARY: This is an exempt full-time position that involves advanced supervisory and technical work in the planning, coordinating and scheduling of work for the Residential Department for the preparation and certification of a county-wide real property tax roll. This position is responsible for the supervision of 40 appraisers and 3 work locations. Work is reviewed by Directors through reports, conferences, and performance evaluations.

This job description does not contain a comprehensive listing of activities, duties or responsibilities required for this job. Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL FUNCTIONS

- Plan and assign areas of responsibility for all staff. This may include assigning field territories, special appraisal projects, and clerical duties.
- Develop and implement department policies and procedures which are consistent with generally accepted appraisal practices and in compliant with statutes, regulations and guidelines.
- Establish and maintain effective working relationships with staff and act professionally and courteously when dealing with the public, staff of other departments and agencies, and co-workers.
- Evaluate the job performance of staff, making recommendations regarding promotions, transfers, salary, disciplinary action, and terminations. Interview job applicants and make hiring recommendations.
- Review work of staff to ensure quantity and quality of product and integrity of the tax roll.
- Represent the office at Value Adjustment Board hearings and other legal proceedings as necessary.
- Attend and participate in meetings, conferences, and other functions as required.
- Prepare department budget and written/oral reports.
- Understand and use IAS World.
- Use MS Office Suite (Outlook, Word, Excel, PowerPoint) and SharePoint.
- Operate modern standard office and field equipment including, but not limited to computer and relevant software, telephone, calculator (HP12C or comparable financial calculator), copy machine, camera, and scanner.

ADDITIONAL RESPONSIBILITIES Perform other related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Mastery of mathematics, business English and effective verbal and written communication skills.
- Ability to plan, organize, manage and evaluate the work of others.
- Ability to communicate effectively orally and in writing; effectively work with others inside and outside the organization.

- Ability to use initiative, think independently, and exercise sound judgment; prioritize work.
- Ability to develop and implement effective departmental work procedures and training programs; maintain records and prepare reports.
- Comprehensive knowledge of administrative policies and procedures.
- Technical knowledge of statutes, rules, and regulations that affect the preparation and certification of the tax roll for the designated area of assignment.
- Ability to interpret complex appraisals and reports relating to a designated area of assignment.
- Ability to render appraisal judgments concerning the area of assignment.
- Ability to understand and use IAS World independently.
- Ability to use MS Office Suite (Outlook, Word, Excel, PowerPoint) and SharePoint.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university with major course work in Public Administration or Business; or the equivalent of practical experience supplemented by related technical appraisal education and training which equals five (5) years.
- Management experience, preferably in government, is needed.
- CFE or other related professional appraisal designation required in valuation positions.
- Must possess a valid Florida Driver's license, an automobile that is fully functional and available at all times, vehicle insurance, and a good driving record, and maintain all while employed in this position.

PHYSICAL REQUIREMENTS

- Typically sit at a cubicle, desk, table or counter.
- Use fingers and hands to operate computer keyboard; enter data into a computer or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Occasionally walk, stand, stoop or kneel.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds.
- Occasionally ascend or descend stairs.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Ability to file and retrieve documents from department files.

WORKING CONDITIONS

- Work is regularly performed in an environmentally controlled office setting; however, some work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.
- May be required to periodically travel to various properties throughout the County, as well as the various Service Centers.
- This position may be required to provide support before, during, and after major storm events and emergency situations, such as hurricanes or other declared emergencies, depending on assigned emergency role. May require after-hours or weekend duty.

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| Department: | Residential | Min. Years of Experience: | Management experience, preferably in government. |
| Classification: | Exempt | Employment Type: | Full-time |
| Salary Range: | \$79,500 - \$132,500 | Manages/Supervises Others: | Yes |
| Required Education: | Bachelor's degree from an accredited college or university with major course work in Public Administration or Business. | Reports To: | Valuation Director |

 **Submit application to Human Resources via email to pa-hr@pbcgov.org**

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority, and that certain servicemembers may be eligible to receive waivers for postsecondary educational requirements, in employment by the state and its political subdivisions and are encouraged to apply for the positions being filled.

In compliance with the American with Disabilities Act, the Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.