

## **Assistant Director of Assessment Tompkins County**

**Department:** Assessment Department

**Classification:** Competitive

**Labor Grade:** Q (87)

**Approved:** 0

**Revised:** 5/91; 6/91; 2/93; 3/02; 8/02; 5/13

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in engineering, architecture, economics, business administration or a closely related field **AND** four years of full time paid (or equivalent part time and/or volunteer) experience in estimating and appraising real property, buildings or building construction work, two years of which must have been supervisory; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in engineering, architecture, economics, business administration or a closely related field **AND** six years of full time paid (or the equivalent part—time and/or volunteer) experience in estimating and appraising real property, buildings or building construction work, four years of which must have been supervisory; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full time paid (or the equivalent part time and/or volunteer) experience in estimating and appraising real property, buildings or building construction work, two years of which must have been supervisory; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

### **SPECIAL REQUIREMENTS:**

1. The candidate must possess a valid New York State Driver's license at the time of application and maintain such license for the duration of employment.
2. The candidate must possess current certification from the New York State Office of Real Property Services as a " New York State Certified Real Property Appraiser" or an equivalent designation.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is technical and supervisory work involving responsibility for assisting in the administration of all activities of the Department of Assessment, with specific responsibility for supervising the examination of the assessed valuation of real property for the purpose of establishing 100% market value property valuation within the county on an annual basis. Work is performed under the general direction of the Director of Assessment with a high degree of autonomy given for planning work methods and procedures with commensurate responsibility for technical results. In the absence of the Director of Assessment, the Assistant Director shall represent the department in the role of Sole Assessor and County Director. Direct supervision is exercised over the work of internal operations personnel and general supervision over the work of field operation personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, assigns, directs and reviews work of subordinated engaged in GIS/Tax mapping and assessing industrial, commercial, utility, farm and residential structures, and land for tax purposes.  
Develops training programs for instructing subordinates in the proper work methods and practices of assessing and pricing, including the integration of GIS/CAMA.  
Assist Real Property Appraisers with physical inspections and valuations of more complex structures and on complaint cases.  
Answers inquiries from taxpayers with regard to assessed valuation, mapping and GIS.  
Develop and maintain, in conjunction with exterior vendors, improvements in their software.

Collects and processes building permits issued by towns, villages, and cities.  
Maintains a continuing electronic property record card for all real property in the county.  
Makes studies of the value of real property using established CAMA methodologies as prescribed by the New York State Office of Real Property Services and the International Association of Assessing Officers.  
Attends appeals hearings held by the Board of Assessment Review and testifies regarding the basis and factors involved in determining the amount of assessment and takes official notes of the proceedings.  
Supervises and participates in searching records and deeds to establish transfer of properties.  
Supervises and assists in deed processing and tax map revision procedures in conjunction with the Tax Map/GIS Unit and ITS.  
Gives information to the court system regarding records and maps, and determines whether changes are necessary in tax maps.  
Supervises and oversees office functions to ensure quality of service.  
Develops procedures for the yearly maintenance of the Solid Waste Annual Fee.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods, principles and practices in real property assessment;  
Thorough knowledge of the principles of formulating real property valuation standards;  
Thorough knowledge of applicable laws, rules and regulations governing real property for tax assessment as well as the judicial and administrative interpretation related to these;  
Thorough knowledge of CAMA (Computer Assisted Mass Appraisal);  
Thorough knowledge of database development and maintenance.  
Good knowledge of deeds and related property records and their relation to the valuation process;  
Good knowledge of GIS related tools such as ARCVIEW by ESRI;  
Good knowledge of real property valuation analysis programs such as PC Valuation by NYS ORPS;  
Good knowledge of building construction methods and material costs for a wide variety of commercial, industrial and private buildings;  
Ability to conduct independent economic valuation analysis and research;  
Ability to independently review and interpret legal opinions as well as rules and regulations;  
Ability to establish and maintain effective working relations with the public, elected officials, and appointed Boards;  
Ability to effectively plan and supervise the work of subordinates;  
Ability to prepare oral and written reports;  
Good judgment; integrity and tact;  
The employee's physical condition shall be commensurate with the demands of the position.

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