

Director of Tangible Personal Property

Alachua County, Florida

The Alachua County Property Appraiser is seeking a Director of Tangible Personal Property. This individual will be responsible for overseeing the valuation of tangible personal property accounts and the staff within the tangible personal property department.

General Duties:

- Evaluate personnel and make recommendations concerning promotions, compensation, and educational opportunities.
- Supervise and assign duties to ensure efficient operation of department.
- Prepare requested reports for Property Appraiser, taxing authorities, and other agencies.
- Maintain and have an understanding and knowledge of current laws, regulations, and guidelines affecting the valuation of tangible personal property.
- Appear before the Value Adjustment Board, or in Civil Court, on behalf of the Property Appraiser's office.
- Advise Property Appraiser of annual budget requirements.
- Ensure timely and accurate completion of all departmental duties in relation to overall responsibilities of the Property Appraiser's office.

Minimum Qualifications:

- A bachelor's degree in accounting or a related field. Appropriate experience may be substituted for degree on a two (2) to one (1) basis; two years' experience for each year of undergraduate study.
- Seven (7) years continuous experience in mass and/or fee appraisal, including a minimum of five (5) years appraising tangible personal property.
- Possession of Certified Florida Evaluator (CFE) designation or other professional designation bestowed by a recognized appraisal organization.
- Management experience a must.
- Experience with CAMA software as well as MS Word & MS Excel to compile, interpret and analyze data.

Salary commensurate with experience and qualifications.

To apply, please submit a cover letter and resume to our office at ddavis@acpafl.org.