



# Bill Furst

## SARASOTA COUNTY

### PROPERTY APPRAISER

#### **APPRAISAL OPERATIONS DIRECTOR - Sarasota**

The Sarasota County Property Appraiser has an opening for a full-time position responsible for overseeing and managing all aspects of Appraisal Operations.

#### **ESSENTIAL DUTIES**

- Directs, manages and evaluates the work performance of Appraisal Operations (Residential, Commercial and Tangible Personal Property) in all technical, legal and professional matters.
- Manages and evaluates staff levels and work load distribution.
- Establishes short and long-range goals and prioritizes the assignments for Appraisal Operations; consults with managers to ensure goals are achieved.
- Develops, recommends, updates and implements department policies and procedures: reviews the efficiency and effectiveness of operations, methods, processes and procedures; implements needed improvements; schedules and attends staff meetings.
- Develops and mentors staff to promote longevity and succession planning.
- Addresses employee concerns and initiates action for disciplinary issues as appropriate.
- Monitors level of assessment, ratio studies and maintains horizontal and vertical equity in the roll.
- Interprets, applies and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Researches and analyzes matters affecting the assessment and value of property, including proposed and newly passed legislation.
- Maintains a comprehensive, current knowledge of applicable property tax laws and regulations; maintains awareness of new products, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops and training sessions as appropriate.
- Prepares, directs and approves distribution of all verbal, written and electronic communication to management, staff and public regarding appraisal.
- Manages and/or participates in projects to develop technology applications.
- Reviews and tests software upgrades and revisions to provide feedback on their efficacy to Information Technology Department.
- Maintains CAMA system tables including requisite statistical analysis, appraisal models, sales ratio analysis and related calibration.
- Attends and participates in value adjustment board hearings as required.
- Reviews, manages, makes recommendations for appeals on all litigation and pending legal cases.
- Acts as expert witness for court appeals.
- Hears and adjudicates complaints/inquiries as a final level opinion and officer.
- Participates in budget preparation and revisions.
- Monitors record retention and disposition.

#### **MINIMUM QUALIFICATIONS**

- Successful candidate will have a minimum of 10 years of progressively responsible management

- experience in mass appraisal, CAMA modeling and related table calibration and maintenance.
- Expertise with CAMA software in a large appraisal jurisdiction (150,000+ parcels).
- Experience developing mass appraisal models using multiple regression techniques.
- Advanced proficiency in MSOffice, Word, Excel, Outlook and Access is required.
- Proficiency in SPSS statistical software.

**Additional preferred skills:**

- Proficiency in SQL query language

Candidates with a professional designation from IAAO and/or completion of current IAAO 300 level courses may be given preference.

The Sarasota County Property Appraiser offers competitive salaries, **Medical, Dental, Vision, Fitness Facilities**, Flexible Spending Accounts, Life Insurance, Short-Term and Long-Term Disability, Deferred Compensation, *vehicle for business use*, State of Florida Retirement Plan, **11 paid Holidays**, Paid Time Off system and more.

If you are dependable, enthusiastic, attentive to detail, have excellent communication skills, advanced computer skills, relevant professional experience and are ready to be challenged, **APPLY NOW AT [WWW.SC-PA.COM](http://WWW.SC-PA.COM)**.