

*Code: 2516*

*Title: REAL PROPERTY APPRAISAL SUPERVISOR*

**SUMMARY:** Supervises real property appraisal activities associated with purchase, sale, exchange, lease or other acquisition or disposition of Pima County real property.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and supervises the appraisal of all real property to be used, acquired, sold or leased by the county including land, buildings, leaseholds and rights-of-way;  
Supervises the gathering of ownership and market information, the analysis of data and the implementation of standard cost and market data appraisal methods;  
Performs field and office work to collect real property ownership, market valuation and cost data through document research, visual inspection of property and personal contact with private and commercial real estate agents;  
Writes form appraisal reports, narrative appraisal reports and produces review appraisal reports;  
Prepares and administers contracts with consultant firms which appraise real property, consults with staff and fee appraisers;  
Reviews and evaluates work of professional appraisal support staff and contract appraisers;  
Trains employees on methods and procedures and interprets the departmental rules and policies;  
Analyzes benefits or damages resulting from construction and operation of public improvements, suggests alterations of facilities and assists in the development of engineering changes in proposed construction details;  
Prepares budget projections for property and roadway acquisitions, sales or leases;  
Serves as technical expert on real property appraisal concerns in the division, department and other departments;  
Communicates to County Administrator, department directors and division managers regarding valuation issues on special projects;  
Assists County Attorney staff in prosecution of property condemnations by preparing technical data and reports for submission in court cases, conducting research, analyzing legal testimony, designating third party expert witnesses and may testify as expert witness;  
Appraises the lease rates and terms for leases of county property or for property the county wishes to lease;  
Develops and implements long and short-range goals and objectives for the real property appraisal section;  
Assists in the disposition of excess lands and rights of land no longer needed for county use to assure a fair and reasonable award to property owners;  
Makes recommendations regarding personnel actions for the real property appraisal section;  
Attends public meetings and project open houses to provide information to property owners and the public regarding the appraisal process;  
May act as Real Property Division Manager in their absence.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- methods and techniques used in real property appraising, acquisition and management;
- real estate terminology and the legal instruments effecting the transfer, sale and lease of real property;
- uniform standards of professional appraisal practice;
- building construction costs;
- federal and state laws and regulations pertaining to real estate appraisal and acquisition in the public sector;
- local zoning and land use plans;
- principles and practices of effective supervision;
- use of computer networks and systems, databases, spreadsheets and word processing.

Skill in:

- utilizing a variety of professional methods to appraise all types of real property and buildings;
- analyzing and drawing conclusions from trends and data;
- writing formal appraisal reports, narrative appraisal reports and reviewing appraisal reports;
- establishing and maintaining effective relationships with local officials and the general public;
- preparing clear, concise written reports and defending opinions;
- interpreting legal descriptions, contracts, mortgages, maps, blueprints and architectural/engineering drawings;
- planning, scheduling, monitoring and evaluating the work of others;
- training employees;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in real estate, finance, business administration, public administration or a closely related field as defined by the appointing authority and four years of experience appraising real property, including at least two years of appraisal work in the public sector.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Two years of experience with Pima County as a Real Property Appraiser-Senior.

OTHER REQUIREMENTS:

Licenses and Certificates: Certification as a General Real Estate Appraiser in the State of Arizona is required at time of appointment (ARS 32-3612). Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination. A valid Arizona Class D driver's license may be required at the time of appointment.

Physical/sensory requirements: Physical and sensory requirements will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.