

*Code: 2535*

*Title: PROPERTY APPRAISAL MANAGER*

**SUMMARY:** Plans, organizes and coordinates the appraisal activities for a division comprised of multiple work units and is distinguished from Property Appraisal Supervisor by its broader scope of authority and managerial functions.

**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, assigns, coordinates and reviews the work of professional, technical and support staff;  
Monitors and evaluates division activities and develops division procedures and practices;  
Appraises land and improvements including commercial, residential, industrial, agricultural and mining property;  
Oversees, directs and trains staff in preparing property assessments, equalizing valuations, listing real or personal property on the tax rolls and explaining property tax laws and regulations;  
Approves and makes changes to the tax roll;  
Represents the Assessor at Board of Equalization and state board of property tax appeal meetings and in court in connection with property valuation matters;  
Makes recommendations for the mediation of major court decisions;  
Negotiates out of court settlements with taxpayers or their legal representatives regarding values being contested in Superior Court;  
Coordinates training sessions for staff in legislative, new legal developments and appraisal related topics;  
Evaluates staff performance and makes recommendations for hiring/firing and disciplinary actions;  
Conducts interviews and makes hiring recommendations;  
Assists the Assessor in preparation of division budget.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles, practices and procedures used in personal and real property appraisal;
- real estate terminology and instruments of transfer;
- appraisal methods, techniques and cost and market valuation systems;
- state laws, regulations and policies relating to property appraisal and taxation;
- rules of court as they relate to tax matters;
- principles and practices of effective management, supervision, performance evaluation and training.

Skill in:

- utilizing a variety of methods to appraise all types of local land and improvements including commercial/industrial property and centrally valued properties;
- analyzing and drawing conclusions from data and trends;
- communicating and working effectively with taxpayers, local officials, other county personnel and the general public;
- preparing clear and concise reports and testimony;
- supervising, training and evaluating employees;
- managing work activities and plans of a division or a single work unit.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) A Bachelor's degree from an accredited college or university with a major in regional development, real estate, civil engineering, architecture, business administration, accounting, or finance and six years of experience in either property appraisal, regional development, construction or real estate, two years of which was in a lead or supervisory capacity.

(Additional professional-level experience in the above-cited areas may be substituted for the aforementioned education from an accredited college or university on a year-for-year basis)

(A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of general experience)

(Lead or supervisory experience may be concurrent with general experience)

(Acceptable real estate experience is that which included establishing property value through research of sales of comparable properties and acceptable construction experience includes estimating, obtaining building permits, reading blueprints)

OR:

(2) Two years of experience with Pima County as a Property Appraisal Supervisor.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of hire must obtain and maintain the Arizona Department of Revenue Level II Appraisal or Assessor Certification (ARS 42-13006). In compliance with A.R.S. Title 32, Chapter 36, some positions may require possession of one of the following current licenses/certifications issued by the Arizona State Board of Appraisal at the time of appointment: Arizona Licensed Appraiser, Arizona Certified Residential Appraiser, and/or Arizona Certified General Appraiser. Some positions require possession of valid Arizona Class D driver's license at time of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

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.