

Job Title: Commercial Real Estate Valuation Manager **Job Code:** 904190 **Job Family:** Appraiser

Pay Grade: JC.19.19

FLSA: Exempt

EEO: Professional

Department/Agency: APR

Position Number(s): Multiple

Recommended Position Title(s): Commercial Real Estate Valuation Manager

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Directs the overall Commercial Real Estate Valuation Processes; ensures adequate progress is made in data collection efforts pertaining to new construction and required property re-inspection; ensures the cost approach is accurate and develops a depreciation schedule; ensures land is valued annually; reviews valuation models to ensure accuracy and consistency in the income approach to value and monitor activities to ensure that proper appraisal methodology is employed; confirms commercial appraisers verify commercial sales transactions in a timely manner and are consistent in their determinations as to the sales' validity; reviews new sales comparisons for various property types; reviews staff's hearing files documentation and value recommendations; works closely with BOTA Specialists and appraisers in developing case strategies, appraisal advice, direction, and final decisions with regard to cases at upper level of appeal.
- Directs the processes, procedures, and results of the Commercial Real Estate Staff; authorizes the hiring and training of new personnel; maintains appropriate staffing levels; conducts and oversees performance review process.
- Manages outside fee appraisal contracts; determines need for appraisal services and makes recommendations to County Appraiser; contacts fee appraisers for bids; selects fee appraiser by evaluating proposed work procedures and price; completes contract and sends to appraiser for signature; reviews completed appraisals for discrepancies; approves payment of appraisal contract.
- Responds to customer inquiries, addresses concerns of disgruntled property owners and answer inquiries, responds to requests for summary data regarding Commercial Department activities, and estimates taxes for planned or incomplete projects.

Job Description

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any subject; six years appraisal experience with four in commercial real estate valuation and adept with all major commercial property types; four years supervisory experience; and be a Registered Mass Appraiser (RMA), have an equivalent Mass Appraisal Designation, or Certified General License are required. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's license with an acceptable driving record, experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications and exposure to dogs are also required.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Business, Finance, Economics, Mathematics, or Statistics; a Master's degree in any subject; previous experience Mapping, using Pictometry, SSRS, Oblique Photography, Lot Surveys and Blue Prints; or possessing a Certified Assessment Evaluator (CAE), Member Appraisal Institute (MAI), American Society of Appraisers (ASA), or Royal Institute of Chartered Surveyors (RICS) are preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.