

### Human Resources

**Job Title:** Commercial Supervisor      **Job Code:** 904180      **Job Family:** Appraiser  
**Pay Grade:** JC.18.18      **FLSA:** Exempt      **EEO:** Professional  
**Department/Agency:** APR      **Position Number(s):** Multiple  
**Recommended Position Title(s):** Commercial Supervisor

**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:**

- Oversees and participates in the Annual Revaluation of Commercial Properties; maintains sales verification documentation for use in commercial market modeling; oversees verification of sales through communication to principals involved in the sale's transaction; surveys property owners for current income/expense and occupancy data; reviews income and expense reports and records data in system; analyzes financial data; participates in the model development of the income and cost approaches on improved commercial properties with the County; reviews sales to determine results of the valuation models are in line with recent market activity; ensures sales ratios for assigned properties fall within substantial compliance requirements; documents rationale and justification for values in narrative property reports.
- Supervises the daily activities of Commercial Appraisers and Executive Assistant; informs and monitors staff of concerning deadlines and priorities; ensures productivity and effectiveness of commercial department by providing training, answering questions and rendering guidance regarding the appraisal process and department procedures; provides procedures for data collection and data entry into the Computer Assisted Mass Appraisal (CAMA) system and various other tasks; reviews appraisers' work samples and data collection efforts in performing quality control; develops training manuals and provides training; allocates workload to Commercial Appraisers.
- Oversees the Commercial Appraisers' development of County evidence, discussion of cases and exchange of information with property owners or their representatives; evaluates property owners' evidence; answers questions regarding property value and oversees inspection of property; oversees or independently makes adjustment to values; oversees Commercial Appraisers' formal presentations at the second level of appeal; ensures taxpayers are fully informed of the County's methodology in valuing property; ensures the taxpayer receives a fair hearing and that taxpayer's evidence was reviewed in an objective manner.

## Job Description

- Answers appraisal related questions and/or provides information to property owners or their representatives; interacts in a professional and responsible manner with individuals and agencies; oversees Commercial Appraisers and other division staff; provides appraisal information for planned or incomplete projects to assist owner in budgeting for taxes and other detailed spreadsheets and reports; collects and organizes materials necessary to fully comply with property owners' requests; researches and provides records to property owners as requested.

### **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; five years mass appraisal experience with at least two years in commercial real estate or four years commercial real estate with two years mass appraisal experience; two years supervisory experience or one year supervisory experience with five years commercial real estate mass appraisal; 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 degrees in Business, Finance, Economics, Mathematics, or Statistics; 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.