

### Human Resources

**Job Title:** Regional Coordinator

**Job Code:** 904130

**Job Family:** Appraiser

**Pay Grade:** JC.17.17

**FLSA:** Exempt

**EEO:** Professional

**Department/Agency:** APR

**Position Number(s):** Multiple

**Recommended Position Title(s):** Regional Coordinator

#### **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:**

- Coordinates and supervises the regional valuation process; ensures physical characteristics of new construction are reviewed and listed correctly; reviews District Appraiser's work for quality control purposes; ensures that required Annual Maintenance Review is planned and completed each year; oversees and ensures proper neighborhood analysis and delineation; performs "land analyses" and appropriate Computer Assisted Land Pricing (CALP) table structure or CALP table assignment; confirms that Construction Quality and Condition Desirability Unit (CDU) assignments are accurate and consistent; ensures data entered on sales properties have been reviewed; monitors front elevation images taken of new construction and ensure accuracy of the images on county records; reconciles sales history and CAMA files in Orion; reviews "unusual sale" properties and analyzes sale "trends" within market areas; ensures appropriate and consistent appraisal techniques and valuation methodologies are conducted.
- Supervises residential appraisal staff; performs performance reviews and informs Residential Valuation Manager(s) of performance, disciplinary, and training issues; maintains staffing levels and make recommendations regarding staff alignment; communicates office goals and implements division objectives; provides "on-the-job" and "formal" training; delegates valuation processes and special projects to ensure the completion of goals and objectives; monitors production and report issues to Residential Valuation Manager(s).
- Oversees and conducts informal and formal valuation hearings; coordinates staffing schedules with Hearing Coordinator; assigns staff to represent County at BOTA Small Claims appeals in support of Residential Valuation Specialist; ensures proper hearing file preparation; ensures efficient follow up for appeals such as coordinating field inspections and late arriving evidence; provides support for Appraisers and District Appraisers.
- Analyzes accuracy of "regression" models by reviewing model boundaries and descriptions; monitors sales ratios per model boundary; evaluates the reasonableness of model variables and coefficients and predictive capabilities of models; works with Residential Valuation Manager(s) to implement model structures.

## 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; five years mass appraisal experience; five years supervisory experience with at least two in residential mass appraisal; and be a Residential Evaluator Specialist (RES), Registered Mass Appraiser (RMA), have an equivalent Mass Appraisal Designation, or Certified General License are required. Must be able to lift 25 lbs., maintain a valid driver's license with an acceptable driving record, and be an experienced user of Microsoft Office applications, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications 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) 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.