

Job Title: Senior Regional Coordinator **Job Code:** 904131

Job Family: Appraiser

Pay Grade: JC.18.18

FLSA: Exempt

EEO: Professional

Department/Agency: APR

Position Number(s): Multiple

Recommended Position Title(s): Senior 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:

- Acts as lead residential appraiser in absence of RRE Valuation Manager; supervises residential appraisal staff; conducts performance reviews and informs Residential Valuation Manager(s) of performance, disciplinary and other training issues; maintains appropriate staffing levels and make recommendations regarding staff alignment; communicates office goals and implements division objectives; provides "on-the-job" and "formal" training; leads development and facilitation for multiple regression analysis, comparable sheet and informal hearing 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); this position will also be a LEAP 3-Day training instructor.
- Provides guidance to Regional Coordinators and takes lead on unique and challenging properties; acts as subject matter expert of "land analyses" and performs Computer Assisted Land Pricing (CALP) table assignments; coordinates and supervises the regional valuation processes; 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; 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 ensures 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.
- 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; reviews cases with the RRE BOTA Specialist in the absence of the RRE Valuation Manager.

Job Description

- 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.
- Conducts field inspections on recently sold parcels, confirms, and verifies characteristics listed in the county system as reflective of property's actual characteristics and physical condition; makes notes of corrections needed and reviews with District Appraisers/Regional Coordinators; corrects discrepancies in relevant computer programs; reviews MLS (Multiple Listing Service) records of realtor listings for property characteristics and reviews COV (Sales Validation Questionnaires) for pertinent information, documenting any discrepancies; conducts field sales reviews on homes sold in foreclosure or with a greater than 10% (positive or negative) difference from the county's estimated market value; reviews and adjust Grade/CDU/Phys of all sales; ensures that all sales within the district have been reviewed and inspected in a timely manner before the beginning of the onset of market modeling; assists Regional Coordinators with sales reports (MRA edit list) during market modeling process; coordinates permit and sales distribution within region including splits, combinations, plats, and annexations.

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 real estate mass appraisal experience; two years supervisory experience or one year supervisory experience with seven years residential mass appraisal; and be a Residential Evaluator Specialist (RES); 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; and possessing a Certified Assessment Evaluators (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.