

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **COMMERCIAL DIVISION MANAGER**

Spec No. 1155

### **BASIC FUNCTION**

To manage the administration of the Commercial/Industrial Real and Personal Property Appraisal sections and perform property assessment analysis.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Manages, organizes and supervises the commercial appraisal and personal property appraisal sections of the department; develops standards, methods and techniques used in the valuation of commercial real property to assure equitable appraisal as prescribed by law for taxation purposes.
2. Schedules and monitors the work of commercial and personal property appraisal employees; instructs, trains, and evaluates employees; recommends personnel actions to management including hiring, transfer, training, promotions and discipline; performs periodic coaching sessions and annual performance reviews.
3. Establishes and assures adherence to quantity and quality work standards in order to meet goals and objectives of the commercial appraisal program; periodically reviews goals and objectives and revises to meet changing conditions or needs.
4. Researches and supervises the development of commercial/industrial appraisal value standards and criteria to be applied by appraisal staff; performs land sales analysis; studies and analyzes improved sales to determine assessed value categorized by commercial property types; maintains the commercial appraisal section mass appraisal tables in CAMA; creates and tests valuation model.
5. Coordinates commercial appraisal activities with other divisions and departments; monitors progress toward objectives; works with the Prosecuting Attorney's Office for response and representation at formal state appeals.
6. Serves as a member of the leadership team in recommending policies and procedures that improve and enhance the performance of the office; participates in the development of performance measures.
7. Inspects and appraises the most difficult commercial/industrial properties to determine assessed values; reviews property owner's financial records to arrive at assessment using the income approach; gathers construction and depreciation data to determine value using cost methods.
8. Advises and provides information to the public regarding appraisal methods and requirements for commercial/industrial assessments.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Maintains knowledge of state and local statutes, ordinances and regulations relative to appraising property, including Assessor's Office policies and procedures; provides management with interpretation on changes to law that affect commercial valuation practices; develops implementation plan for changes.
10. Provides policy guidance and expertise on complex audit and procedural work; reviews and approves value changes through omitted property, manifests error corrections, reconvene requests, court and board decisions for accuracy and compliance to guidelines and statutes.
11. Develops guidelines, training, and assistance to appraisal staff in preparation of appeals to the Board of Equalization or State Board of Tax Appeals; testifies as an expert witness in court cases and legal proceedings on behalf of the Assessor's Office.
12. Advises the Assessor and Chief Deputy of audits and returns requiring special attention or involving legal questions; reviews State of Washington Department of Revenue audits and re-audits as needed; reports the results of the Department of Revenue audits to the Assessor and Chief Deputy.
13. Coordinates the design and writing of annual mass appraisal reports and other system-derived appraisal-related documentation for the commercial division.

### STATEMENT OF OTHER JOB DUTIES

14. May perform the duties of the commercial appraiser classification.
15. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, business administration, finance, or other field directly related to professional accounting or appraisal work plus four (4) years experience as a Commercial Appraiser or Mass Appraisal Analyst; PLUS; two (2) years of lead or supervisory experience in the appraisal field preferred; OR, any combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment. Must have suitable vehicle for reimbursable use on county business. Must have successful completion/passing of the following at position appointment; OR, completion/passing of the following within 12 months of hire date:

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### SPECIAL REQUIREMENTS (Continued)

- (1) International Association of Assessing Officers (IAAO) Course I01
- (2) IAAO Course I02
- (3) Real Property Assessment Accreditation
- (4) IAAO Course 300

Additional requirement: biennial completion of fifteen (15) hours of state approved continuing education to meet State of Washington accreditation requirements.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- departmental and state principles, laws, regulations, codes and statutes pertaining to assessment of both real and personal property
- legal property descriptions and instruments of ownership
- practices of zoning, planning requirements for building and property uses
- valuation theory and standard appraising methods and techniques applicable to commercial appraisal
- principles and practices of supervision
- mass appraisal statistical analysis
- computer aided mass appraisal system (CAMA)
- the Board of Equalization and State Board of Tax Appeals procedures

Ability to:

- perform complex industrial and commercial appraisals
- effectively supervise, train, coordinate, and evaluate the work of subordinate employees
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with superiors, associates, subordinates, representatives of other agencies and the general public
- maintain necessary records and prepare required reports
- work under pressure, meet deadlines, and cope with interruptions
- read and interpret instruments, codes, regulations and statutes pertaining to property appraisals
- work with minimum supervision

### SUPERVISION

The employee receives administrative direction from the Chief Deputy Assessor. Position requires considerable independent judgment and is reviewed through periodic meetings and status reports and by evaluation of results obtained.

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### WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The remainder of the work is performed indoors and outdoors at sites throughout the county. There is possible exposure to hazardous areas at industrial and new construction sites.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: October 2011  
EEO Category: 2 - Professionals  
Pay grade: 245 - Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous