

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COMMERCIAL PROPERTY MANAGER
CLASS CODE: 2540

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 11/29/2008
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general guidance and direction from the Chief Deputy - County Assessor, performs supervisory and professional analytical and assessment work in managing the real property commercial and the locally assessed business personal property functions of the Utah County Assessor's Office.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.

Oversees the discovery, identification, inventorying, and valuation of business and commercial accounts within the County.

Oversees processes essential to produce a valid assessment roll in accordance with state mandated regulations, methods, and procedures; and manages the valuation justification during appeals associated with these types of properties.

Uses acceptable valuation approaches to establish an ad-valorem values for all types of commercial and business property types.

Interpret ratio studies to determine the necessity for modifying assessment level factors.

Reviews documentation submitted by taxpayers or their representative for quality, substance, and relevance and responds to questions and complaints from the general public and property owners regarding valuations or assessments.

Ensures USPAP guidelines for ad-valorem work are maintained for all locally assessed commercial and business property types.

Ensures improvements and personal property are located on the correct property record including segregation changes and changes of ownership.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Utah Tax Code and the appeals process; supervisory techniques; business personal property processes and mandates.

Skill in: Appraising real estate using cost, sales comparison, and income approaches to valuation; using computer assisted mass appraisal systems.

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Ability to: Maintain cooperative relationships with those contacted in the course of work activities; organize a yearly valuation schedule; utilize software programs that perform statistical operations and develop formulas and tables for use within valuations; maintain confidentiality of managerial information, commercial data, and personal property accounts; receive and follow instructions from those in authority; and communicate effectively.

PHYSICAL DEMANDS

Regularly: Sit at a desk or table; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and distinguish between shades of color.

Occasionally: Walk, stand, or stoop; lift or otherwise move objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is primarily performed in an environmentally controlled room, but is occasionally performed in the field which may expose incumbent to possible bodily injury.

EDUCATION AND EXPERIENCE

Bachelor Degree from an accredited college or university and five (5) years of work experience in the valuation of income-producing properties. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory or leadership experience.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must be a Certified Appraiser with the Utah Department of Commerce and become certified as an Ad Valorem General Appraiser with the Utah Tax Commission within three (3) years of selection to this classification. Incumbent must successfully complete mandatory continuing education (CE) training every two (2) years. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.