

ASSESSMENT DIVISION MANAGER

Recruitment #1604-5113-001

List Type Original

Requesting Department ASSESSORS OFFICE

Open Date 4/20/2016

Filing Deadline 5/11/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

Purpose

The Assessment Division Manager leads a team of 8-13 appraisers in supporting and accomplishing the goals and objectives of the Assessor's Office. The Assessment Division Manager supervises the discovery, listing and uniform valuation of the property of the City of Milwaukee. The Manager contributes to the production of an annual assessment roll and is an active participant as a member of the Board of Assessors. The Manager processes assessment appeals, participates in and prepares appraisal reports for the board of review and court hearings. Manager provides services and information to citizens, other departments and public agencies as well as participates in short and long-term planning.

Essential Functions

- Supervise the discovery, listing, and uniform valuation of all property in the City of Milwaukee.
- Conduct training for appraisers on the discovery, listing and valuation of assessable property, fielding sales, permits and objections, data sources, presentations at the Board of Review as well as systems and best practices.
- Testify in court and lead Appraisers through the court proceedings regarding assessment cases as well as prepare expert appraisal reports.
- Advise and oversee the work of Appraisers regarding their role in valuation disputes. Maintain and motivate an effective work team through selection, training, coaching, planning, and supervising to attain department goals and objectives.

Assessment Division Manager

- Supervise and contribute to the production of an annual assessment roll and prepare appraisal reports for the Board of Assessors.
- Process assessment appeals and participate in and prepare appraisal reports for the board of review and court hearings.
- Plan, implement and monitor progress for timely completion of all appeals.
- Provide service and information to citizens, other City departments, and public agencies.
- Review and decide on recommendations of appraisers for large group and sub-neighborhood value adjustments.
- Review proposed neighborhood boundary changes and valuation factors.
- Assist the public relations efforts of the Assessor's Office.
- Participate in short and long-term strategic planning.
- Foster equal opportunity and employee safety.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Minimum Requirements

1. Bachelor's Degree with a major in accounting, business administration, real estate appraisal, engineering, architecture, or a related field from an accredited college or university.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

2. Wisconsin Assessor Certification at the Assessor 2 level required at time of appointment.
3. Five years of experience assessing property in a governmental assessment office or performing mass appraisals in an appraisal firm.

Equivalent combinations of education and experience will be considered.

4. Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

Desirable Qualifications

- Experience in management and supervision.
- Master's Degree in real estate or a related field.
- Professional designations from the International Association of Assessing Officers (IAAO), the Appraiser Institute®, or the National Society of Real Estate Appraisers (NSREA).
- Experience in the valuation of various classes of property.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of management concepts and ability to effectively lead, manage, and supervise staff members.
- Knowledge of property appraisal principles and methodology.
- Knowledge of mathematics including algebra, geometry, statistics, finance and economics.
- Ability to make accurate calculations.
- Knowledge of building and construction practices and principles.
- Knowledge of mass appraisal computer applications as well as word processing and spreadsheet programs.
- Ability to resolve complex valuation issues/questions in meetings with attorneys, tax representatives, private appraisers and taxpayers.
- Ability to use tact, diplomacy, and excellent judgment when interacting with the public, elected officials, and employees of the City.
- Ability to read and interpret work-related materials such as state statutes, the Wisconsin Property Assessment Manual and the Uniform Standards in Professional Appraisal Practice (USPAP).
- Ability to communicate orally with diverse groups of people at multiple levels inside and outside the organization.
- Ability to communicate in writing to create reports, letters and court documents.
- Interpersonal skills; the ability to work effectively with staff, City officials, representatives of other agencies, and the public.
- Ability to provide excellent customer service.
- Honesty and integrity.
- Ability to plan, coordinate, and accomplish work for self and others.
- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a highly political environment.
- Ability to motivate direct reports to accomplish work.
- Ability to review performance and make recommendations for training and/or promotions.

Current Salary

The current starting salary (PG 1GX) for City of Milwaukee residents is \$86,189 annually, and the non-resident starting salary is \$84,075. Appointment above the minimum is possible.

Selection Process

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 11, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*