

BUSINESS SYSTEMS SUPERVISOR

Property Systems Administrator

Recruitment #1607-5330-001

List Type	Transfer/Promotional
Requesting Department	ASSESSORS OFFICE
Open Date	8/11/2016 4:00:00 PM
Filing Deadline	8/19/2016 11:59:00 PM
HR Analyst	Lindsey O'Connor

Introduction

THIS OPPORTUNITY IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

Purpose

The City of Milwaukee Assessor's office has six guiding principles: Fairness, Service, Honesty and Integrity, Teamwork, Human Dignity and Quality and Excellence. These guiding principles assist in meeting the Mission of the organization: Assure public confidence in the accuracy, efficiency, and fairness of the assessment process and ensure the equitable distribution of the City's property tax levy.

The main purpose of the Business Systems Supervisor is to assist the Business Systems Manager with the implementation of departmental long and short range policy plans and management information flow within the office.

Essential Functions

Assessment Related Responsibilities

- Work closely with the Business Systems Manager when sending notices and creating tax bills. Serve as the back up to this position.
- Create and manage the preparation of statutory notices and reports both internally and externally to the Wisconsin Department of Revenue and other governmental agencies.
- Identify, research and manage all transactions which are related to the creation of real estate combinations and divisions.
- Prioritize all real property combination and train and supervise appraisal staff that assist with the combination/division process.
- Prepare and maintain accurate ownership description information for all parcels of real property, including tax parcel numbers and legal descriptions.
- Answer questions from property owners, title companies, banks, other city departments and other institutions about property ownership and legal descriptions of real property.

Technology and Process Enhancements

- Research, analyze and recommend new assessment related technologies including digital sketch creation, street leveling imaging, desktop review software, and other applications that facilitate departmental business operations.

Business Systems Supervisor (Assessor's Office)

- Manage subscription data services for systems such as: Marshall and Swift building cost data, Multiple Listing Service real estate data and Sales Data Serve commercial services data.

Supervision of Others

- Train staff on subscription data services systems and integrate services and other data sets to create efficient workflow processes.
- Update and maintain the Assessor's Office website. Manage the work of others who are performing the property listing function for City of Milwaukee. Supervise appraisers in the property listing function.

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

- Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
- Bachelor's Degree in business, data analytics, geographic information systems, real estate, urban planning, statistics or related field.

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. Student copies are acceptable.

- Three years of professional experience as a lead worker performing duties related to real estate, GIS, data management or analytics.
- Certification at the Assessor Technician Level by the Wisconsin Department of Revenue within six months of appointment.

Equivalent combinations of education and experience may be considered.

Desirable Qualifications

- Previous supervisory experience.
- Certification - Assessor II level.
- Experience as a title searcher, title examiner, property assessor or property lister.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of supervisory practices and principles.
- Knowledge of training methods to provide appropriate knowledge transfer to technical and non-technical staff.

Business Systems Supervisor (Assessor's Office)

- Knowledge of real estate combinations and divisions processes.
- Computer skills to create notices, tax bills, learn and use proprietary software and evaluate new technologies.
- Interpersonal skills to effectively develop and maintain strong working relationships with diverse individuals internally and externally to the organization.
- Oral communication skills to communicate and determine requirements for projects during design progress meetings.
- Written communication skills to write statutory notices and reports to governmental agencies.
- Project Management skills to ensure timely and accurate completion of system implementation and process efficiency studies.
- Ability to interpret technical information in state statute, ordinances, policies and procedures.
- Ability to prioritize and accomplish work by the deadlines.
- Ability to evaluate and integrate process flow efficiencies.
- Ability to update and maintain the Assessor's Office website.
- Ability to coordinate and delegate work and ensure others meet project deadlines.
- Attention to detail to ensure accurate property descriptions, inventory and data used in the appraisal of properties.

Current Salary

The starting salary for City of Milwaukee residents is \$58,462 and for non-residents is \$57,028 (Pay Range 2IX). Appointment above the minimum recruitment range is possible based on qualifications and experience.

Selection Process

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Assessor's Office reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

NOTE: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*