

ASSESSMENT ANALYSIS SUPERVISOR – (5130)

The Assessment Analyst Supervisor provides day-to-day supervision and management oversight of the professional real estate appraisal staff within the Assessment Analysis Department and assists the Assessment Administrator in determining appropriate assessment policies and procedures to ensure that professional standards and practices are used to set fair market values for assessments of real property within the County.

The Assessment Analyst Supervisor:

- Oversees the accurate, equitable and timely assessment of all locally assessed real property within Lee County, including valuation of land and residential (SFR and Condominium) properties;
- Works with the Assessment Administrator to establish general assessment guidelines and departmental procedures;
- Reviews and approves all professional appraisal conclusions/assessments and related documentation/correspondence;
- Provides technical real estate appraisal expertise to staff, other County agencies, taxpayers, and other jurisdictions regarding real estate appraisal and assessment methods, processes, and values;
- Assists in the preparation of court interrogatories and testifies at court proceedings for cases challenging assessments;
- Oversees the Department at Value Adjustment Board (VAB) hearings;
- Supervises and coordinates work of reporting personnel; evaluates performance ensuring work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; makes staffing recommendations related to hiring and retention in area, and ensures adherence to office policies and procedures.
- Performs other duties as assigned.

Qualifications: Skills, Education & Experience

Qualified candidates possess a combination of education and experience equivalent to an Associate's Degree in Business, Real Estate or a related field, PLUS four years' experience in real estate appraisal and assessment, of which two years include coordinating and supervising the work of others. Local government assessment experience required. A Certified Florida Evaluator (CFE) designation is required within 2 years of appointment.

The ideal candidate will be an experienced appraisal professional with a track record of effective management in a complex appraisal environment. The ability to communicate with staff, policymakers, property owners, the public and other agencies is critical. A thorough understanding of Florida State law and Florida Department of Revenue Administrative Code with respect to the assessment of real property is expected within a reasonable time frame. Knowledge and experience with statistical modeling is preferred and a thorough knowledge of the concepts and principles of mass appraisal is required.

Hiring Salary Range: \$58,565 - \$74,845 commensurate with experience and qualifications.