

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

SENIOR LAND SPECIALIST

Department: Assessment

FLSA Class: Non-Exempt

Pay Range: \$57,000 - \$125,000 CWE

POSITION OBJECTIVE & SUMMARY

The Senior Land Specialist is responsible for all phases and processes leading to the successful mass appraisal of land within Lee County. The Senior Land Specialist ensures that professional standards and practices are used to set fair market values for land assessments within the County.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Oversees the accurate, equitable and timely assessment of all land within Lee County.
- Collects data, reviews data, completes analysis and draws conclusions based upon that data in the process of valuing land.
- Works with the Assessment Manager and the modeling team in building mass appraisal land models.
- Produces charts, reports and data to support research and conclusions of value.
- Reviews and oversees professional appraisal conclusions/assessments and related documentation/correspondence.
- Provides technical expertise to staff, other County agencies, taxpayers, and other jurisdictions regarding real estate appraisal and assessment methods, processes, and values.
- Coordinates work and provides instruction and guidance to Land Specialists; participates in developing and prioritizing departmental and individual goals and objectives to ensure the timely, accurate, and efficient completion of work.
- Assists manager with departmental staffing recommendations and performance management.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Florida Statutes and the Department of Revenue Administrative Code with respect to the assessment of real property helpful.
- Demonstrated knowledge of the concepts and principles of mass appraisal of land is required.
- Demonstrated knowledge and experience with statistical modeling is required.
- Knowledge of appraisal techniques and procedures affecting real property assessments required.
- Ability to conduct detailed data research, analysis and review required.
- Skill in the use of Microsoft Office applications (Word, Excel, Outlook, Teams, etc.).
- Skill in management and administrative principles and practices, including planning, organizing, prioritizing and assigning work.
- Ability to effectively communicate, verbally and in writing, and establish and maintain effective relationships with managers, colleagues, outside professional representatives, and the public.
- Ability to plan, organize, and coordinate operations to meet deadlines associated with the annual reassessment of all real property in assigned areas.

EDUCATION / EXPERIENCE / LICENSING

Graduation from a four (4) year accredited college or university with major coursework in appraisal, business, finance, real estate, statistics or related field; four (4) or more years' experience in business administration, property appraisal, real estate or related field, plus two (2) years supervisory or management experience; or applicable education and experience which provides the required knowledge, skills and abilities to successfully perform the essential functions of the job. Government appraisal or assessment office experience preferred. MAI (Appraisal Institute) or IAAO (International Association of Assessing Officers) designation preferred. Attainment of Certified Florida Evaluator (CFE) designation required within two (2) years of hire. Possession of a valid Class "E" driver's license required.

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WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting with some standing, bending, stooping, squatting, and/or reaching. Specific vision abilities required by this job include attention to a computer monitor for approximately 75% of the work day. The employee may occasionally be required to lift up to 50 pounds.

OTHER DUTIES

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

Date: August 16, 2021