

CITY OF NORFOLK, VIRGINIA CITY ASSESSOR

The City of Norfolk, Virginia (247,000+), the second largest city in the state and home of the world's largest naval base, invites qualified candidates to apply for the position of City Assessor.

The City operates under the council-manager form of government, with an eight-member Council. The Council is charged with establishing policy for the City, approving the budget, levying taxes and appointing the City Manager, City Attorney, City Assessor, City Auditor and City Clerk. The City Manager is responsible for the day-to-day management of the organization, which includes approximately 16 department areas, 5,000 employees and a total operating budget of more than \$1.13 billion.

The Assessor works closely with the City Attorney, Commissioner of Revenue, City Treasurer, City Manager and Finance Director to ensure that overall municipal policies and financial strategies are carried out in a collaborative manner. The Real Estate Assessor is directly responsible for managing a full-time staff of 14 employees and an annual operating budget of \$2 million.

Successful candidates will possess a bachelor's degree in finance, accounting, business, economics and/or real estate; with designation from a founding sponsor organization of The Appraisal Foundation preferred. Candidates should also possess 10 to 15 years of executive management experience in finance, property valuation, real property assessment, building construction, policy evaluation, information technology and general accounting. Knowledge of integrated Geographic Information System (GIS) and Computer Assisted Mass Appraisal (CAMA) technology is essential to the role. To learn more about the position, visit our website here: https://waters-company.recruitmenthome.com/postings/1245.

The salary for the position is negotiable dependent upon candidate education and experience. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses. Relocation expenses may be negotiated with the City and the successful candidate is expected to reside in or relocate to the City of Norfolk within six months of the initial employment date.

The application deadline is **March 10, 2017**. To be considered, please submit your cover letter, resume with salary history and five professional references online by visiting our website, <u>https://waters-company.recruitmenthome.com/</u>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by the City. For more information, please contact our office at richmond@waters-company.com.

The City of Norfolk is an Equal Opportunity Employer.