



If you're passionate about real estate assessment we invite you to apply for Gloucester County, Virginia's County Assessor position. Gloucester County is a full-service local government, providing schools, libraries, law enforcement, planning and zoning, parks and recreation, utilities, E911 and other services to 37,000 residents over 225 square miles. The County has approximately 25,000 parcels (80% residential, 20% commercial and agricultural). The last re-assessment conducted produced an assessed value of real property over \$4 billion, which provided \$29 million in revenue to the General Fund, which has a total budget of approximately \$63 million. Currently re-assessments are done biennially, with the process currently underway and a delivery date of December 2019 to January 2020. The current re-assessment is underway using existing staff and contracted assistance. The new County Assessor will not be responsible for its content. However, it is a legislative priority for the Board of Supervisors to move to a triennial reassessment following the 2020 Assessment.

The Department of Real Estate Assessment is approximately 10 years old with a fully implemented CAMA system, Vision, recently upgraded to the latest version 8. The goals of the department are to effectively produce a quality reassessment of all real property based on fair market value, assuring uniformity throughout the different classifications of property assessed in the County, with the result being fair and even distribution of the tax burden among all property owners.

The Assessor, reporting directly to the Chief Financial Officer, interprets and implements all regulations regarding real estate assessment. This will include conducting hearings and investigations concerning issues regarding real estate assessment and ensuring comprehensive assessment records are maintained. The County Assessor will ensure the fair market values assessed on real property in the County are accurate and comparable to similar property values. Leading the Real Estate Assessment Department and providing strategic direction for determining priorities, goals, and objectives for the efficient operations of the department will be important. The department is staffed by the Assessor, a Real Estate Analyst I, a Real Estate Analyst II, an Appraiser II and an Administrative Coordinator. Strong leadership skills will be required when instructing professional and clerical employees in modern valuation and assessment techniques and procedures, while ensuring staff is participating in continuing educational programs. Exhibiting tact, courtesy and professional assistance when in contact with public officials, developers, contractors, and the general public is also required.

Possession of a bachelor's degree in real estate, economics, business or public administration, or a related field is required, and a master's degree is preferred. Six (6) to nine (9) or more years of progressively responsible experience in assessment and appraisal with considerable experience working with complex databases and CAMA systems, including three (3) years of supervisory experience. Successful completion of core course curriculum of the International Association of Assessing Officers (IAAO) is highly desirable.

Any applicant is welcome to apply that has the equivalent combination of training and experience which provides the required skills, knowledge and abilities to perform the listed duties of the County Assessor. Qualified candidates should submit their cover letter and résumé online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2348>. This position is open until filled; however, interested applicants are strongly encouraged to apply as soon as they are able. Applications will be screened against criteria outlined in this brochure. On-site interviews with Gloucester County will be offered to those candidates named as finalists, with reference checks, background checks and academic

verifications conducted after receiving candidates' consent. For more information, please contact Steve Miner at richmond@bakertilly.com or (804) 726-9748.

The hiring salary range for this position is \$89,197 - \$129,336 and is negotiable based on the successful candidate's qualifications and experience.

The County of Gloucester is an Equal Opportunity Employer (EOE).