



CHESTERFIELD COUNTY
invites applications for the position of:

Director of Real Estate Assessments

An Equal Opportunity Employer
Committed to Workforce Diversity

SALARY: Negotiable

OPENING DATE: 6/21/2021

CLOSING DATE: 7/23/2021 11:59 PM

DEPARTMENT: Real Estate Assessments

MINIMUM QUALIFICATIONS:

PLEASE NOTE: Cover letter and resume are required. Please attach both to your NEOGOV application before submitting online.

The Director of Real Estate Assessments will lead, plan, direct and oversee the Department of Real Estate Assessments. The director will provide key leadership in managing the daily operations of the Department of Real Estate Assessments and establish the goals and objective for administration of the annual assessment and equalization programs.

The selected candidate for this key leadership position will be responsible for the following programs and services, to include:

- Oversee the identification, inventory, and determination of market values and calculating assessed valuation for all county properties to ensure fair and equitable assessments.
- Establish and maintain all necessary appraisal records, property maps and database, and other related documents required by applicable county ordinances and state laws.
- Participate in the appeals process, including, review of major complaints and contested appraisals; present to the Board of Equalization or other judicial proceedings on appealed property cases to defend assessment values.
- Advise the Board of Supervisors, County Administrator, and School Board on revenue projections by providing information on real estate growth and the appreciation and depreciation of property values.
- Maintain current knowledge regarding market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
- Establishes and maintains appropriate working relationships with boards, county departments, local, state, and federal entities, citizens, businesses, and civic groups in the community, media outlets, and other key stakeholders.
- Manage the fiscal operations of the operating department, to include, administering the budget, securing grants or other funding for program and services, and monitoring performance standards.

Applicants should possess a bachelor's degree (master's preferred) in business, real estate, or a related field and at least ten (10) years of progressively responsible real estate assessment experience, including five years in a management capacity or an equivalent combination of training and experience. Certification as a Certified Assessment Evaluator (CAE) by the International Association of Assessing Officers (IAAO) and Certified General Real Estate Appraisal License issued by the Commonwealth of Virginia Department of Professional and Occupational Regulation are preferred.

The successful candidate should have a vision of a progressive real estate assessment and be able to achieve that vision along with being customer-service oriented with strong analytical and problem-solving skills; must be knowledgeable of Virginia laws governing the assessment process and experience with automated assessment systems; have a proven track record of progressive real estate assessment experience, as well as, being professionally committed to helping protect and improve the long-term viability of communities; be innovative in nature, questions status quo, and is willing to take measured risks; experience working directly with elected officials, citizen committees, etc., and willingness to be visible, accessible, and politically astute to foresee and diffuse political issues.

Good driving record, pre-employment drug test and extensive background check required.

A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

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