

CITY OF STAUNTON

CITY ASSESSOR

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of City Assessor. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the City Assessor's Department, please visit [City Assessor's Office](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. "One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—*Southern Living*

The City of Staunton is seeking an innovative leader who will perform difficult professional work in directing the appraisal and assessment of real property in the City.

The individual will have a comprehensive knowledge of: modern principles and practices of real property assessment; methods and modern techniques of appraising real property and; laws, rules and regulations covering real property appraisal and assessment. The individual will have skill in use of computers including databases, spreadsheets and word processing and in use of CAMA assessment software, including ability to create and modify queries. Additionally, the individual will have the ability to: plan, organize and direct the work of subordinates; analyze factors which would tend to influence the value of property; exercise sound judgment in the determination of property values and; establish and maintain effective working relationships with other governmental officials and the general public.

The City Assessor will be responsible for the following:

- Plans, organizes, directs and participates in the valuation of real property and in the preparation of assessment rolls;
- Plans, develops and implements procedures for commercial, industrial and residential appraisals;
- Makes final reviews and approves major technical decisions of subordinates;
- Determines effectiveness of assessment techniques and performs appraisals on unusual or complicated properties;
- Reviews complaints concerning assessments, and plans and organizes hearings on reassessments, meets with taxpayers, meets with city Board of Equalization;
- Prepares and maintains property tax records and maps;
- Keeps abreast of local property value trends;
- Handles correspondence with State Department of Taxation regarding surveys;
- Examines all transfers and compiles sales study;
- Prepares budget and controls expenditures;
- Administers abatement ordinance on rehabilitated property;
- Administers local Agricultural-Forestal District assessment program, serves on Agricultural-Forestal Advisory Board and;
- Manages office operations including budget monitoring, purchasing, attending meetings, serving on committees, approving time and attendance records, making management recommendations to the City Manager and/or City Council.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in real estate, business or public administration or economics and extensive experience in real property appraisal. Certification by State Department of Taxation for real property appraisal. Successful completion of extensive professional coursework sponsored by the International Association of Assessing Officers. Certified General Appraisers license and/or AAS or CAE designation by the IAAO. Experience with Appraisal Vision ® Software Version 8.2.14 is highly desirable.

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a safe driving record. Must be able to work in adverse weather conditions on property sites.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Relocation allowance provided. Criminal background check is required.

FLSA:	Exempt
Grade:	22
Hiring Range:	Very Competitive Salary: DOE/DOQ
Start Date:	On or around late April/early-mid May 2024 or negotiable
Reports To:	City Manager

The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **March 29, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer
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The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.