



## Director of Real Estate Assessments - Hanover County, VA

MGT is seeking candidates for the Hanover County, Virginia, Director of Real Estate Assessments. We invite you to review the background information and the requirements and expected qualifications for the position.

**About the County – Hanover County Virginia** Known for Patrick Henry’s Scotchtown home, delicious tomatoes, one of the nation’s oldest courthouses and Kings Dominion Amusement Park, Hanover County covers 474 square miles and is home to more than **114,751** residents.

A wonderful place to live and work, Hanover County offers well-run, excellent government services, low tax rates, a low crime rate and an award-winning school division serving 17,000 students across 24 schools (10 of those schools earning the Blue-Ribbon Award of Excellence). Hanover County has been named a [Top Workplace](#) in both 2024 and 2025 by Richmond Times Dispatch.

Located in Central Virginia, the county is part of the Greater Richmond area where you will find rich history, a vibrant arts scene, and countless outdoor activities making it attractive to both residents and visitors.

A fantastic place to call home, Hanover County also enjoys easy access to major interstates within a 90-minute drive to Washington, D.C., Virginia Beach, and the mountains of Shenandoah National Park.

The seven-member Board of Supervisors is elected by the voters to represent them in each of the seven magisterial districts. They serve four-year terms and are responsible for enacting ordinances, adopting budgets, determining zoning and land use matters, formulating policies, and providing general direction to the County Administrator. The County Administrator is responsible for day-to-day County operations and leads the county staff on the dynamic initiatives underway as described in the [County Strategic Plan](#)

**The Position – Director of Real Estate Assessments** supervises 13 department staff members and serves on the county executive leadership team. The Director ensures all real estate is assessed at fair market value and co-publishes, with the Commissioner of Revenue, a land book every January 1st, which is the official real estate tax roll. The Director interprets and administers all laws pertaining to real estate assessments and maintains records and information on each County real estate parcel. The Director conducts public hearings and reviews of assessments and represents the county before the Board of Equalization and the Circuit Court as needed. This position reports to the Board of Supervisors and receives general daily direction from the Deputy County Administrator. ([Link to Assessor’s Office webpage](#))

### Responsibilities

The duties described below are indicative of the Director of Real Estate Assessments’ job responsibilities. This is not an exhaustive list, therefore other duties may be assigned.

- Performs department level human resources functions and necessary documentation.
- Directs departmental financial operations, including
- development and monitoring of the budget (\$1,641,056 for FY2026).
- Develops policies and procedures ensuring compliance with applicable state/county/federal regulations and procedures.
- Establishes and maintains necessary records and documents required by state law and local ordinances.
- Directs and supervises all real estate activities.

- Directs annual reassessment of all real estate at fair market value.
- Ensures the maintenance of uniform and equitable assessments.
- Responds to inquiries from the public about real estate transactions.
- Holds public hearings, assessment and Board of Equalization reviews, as required by the Code of Virginia.
- Provides information to the County Attorney and appears in court cases regarding real estate transactions.
- Prepares reports and makes presentations as needed.

## **Requirements**

For success in this role, an individual must be able to perform each essential duty satisfactorily. The requirements below are examples of the knowledge, skills, and/or ability required at time of hire or for continuation of employment. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Graduation from a 4-year college or university with a bachelor's degree in real estate, economics, business administration or a related field; plus, 10 years of increasingly responsible experience in the assessment of real estate for tax purposes, inclusive of 5 years of direct supervisory experience.
- Strong skills in and extensive knowledge of modern assessment methodology, statistics, and assessment software. Skills with SPSS, SAS, ESRI, and in conducting regression or similar applicable statistical analysis. Experience as an Assessment System Administrator is a plus.
- Extensive knowledge of laws, rules and regulations covering real property appraisal and assessment.
- Certification in the State of Virginia as a Licensed General Real Estate Appraiser preferred (consideration given to applicants who have this certification from another state, however, selected candidate is required to obtain the Virginia certification through reciprocity).
- Professional designations as Certified Assessment Evaluator (CAE) or Assessment Administration Specialist (AAS) from the International Association of Assessing Officers or the Appraisal Institute preferred.
- Valid Virginia driver's license required or must be obtained.
- Excellent analytical, communication, and decision-making skills.
- Proficiency with use of computers, Microsoft Office 365 Suite, and assessment software.
- Strong organizational, planning, and time management skills.
- Ability to build and maintain positive relationships with County staff, officials and the public.

## **Compensation and Benefits**

A salaried, exempt position with a full-time schedule of 2080 hours per year. The annual salary range for the position is \$111,572.21-\$189,672.76 with an anticipated hiring salary range of \$155,000-\$175,000, DOQ. A comprehensive benefits package includes participation in the Virginia Retirement System (VRS) Hybrid Retirement Plan that combines a pension with a defined contribution (457) plan. Employees have medical insurance options, dental, vision, and life insurance. The County offers paid time off, holidays, professional development opportunities and a hybrid remote work program.

## **Selection Process**

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) by September 26, 2025, with resume, cover letter, and contact information for three work-related references to Ann Everhart, MGT Approved Independent Executive Recruiter, 815-451-4559.