

## **Fairfax County Government**

### **Real Estate Deputy Director (Deputy Director Tax Administration)**

**Salary** - \$140,748.61 - \$253,347.54 Annually

**Location** - FAIRFAX (EJ32), VA

**Job Type** - FT Salary W BN

**Job Number** - 26-00242

**Department** - Tax Administration

**Opening Date** - 01/31/2026

**Closing Date** - 2/27/2026 11:59 PM Eastern

**Pay Grade** - M05

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5215576/real-estate-deputy-director-deputy-director-tax-administration?keywords=real%20estate&pagetype=jobOpportunitiesJobs>

### **Job Announcement**

This position assists in managing and supervising the functional areas of the Department of Tax Administration. Develops management policies, goals, and strategies for the department and directly manages activities related to real estate assessment. Plans, organizes and directs the activities of the Real Estate Division, including visioning, technology initiatives, and strategic plans, overseeing the maintenance of accurate land records and appraisal of all real property in the county to ensure fair market value and tax liability. Reviews and/or prepares annual forecasts of real estate market activity, periodic revenue estimates, and statistical data for public publications. Assists the Director of Tax Administration with budget development, procurement, contract administration, human resources management, communication and outreach and initiation and administration of technology initiatives while acting on the director's behalf when needed. The role also responds to inquiries from citizens, Board of Supervisors, and county staff; reviewing and making recommendations for changes to Title 58.1 of the Virginia tax code and Fairfax County code; and preparing presentations to the Board of Supervisors, civic associations, trade groups, and other organizations. Works under the general direction of the Director of Tax Administration.

### **Required Knowledge Skills and Abilities**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

Extensive knowledge of public administration principles, management methods and practices to include public finance, budgeting, human resources, contracts administration, project management and business operations;

Extensive knowledge of the laws and procedures of local and state tax administration;

Considerable knowledge of real estate, personal property, and Business, Professional and Occupational License (BPOL) assessment techniques;

Knowledge of assessment-related automated systems;

Knowledge of and ability to perform statistical and quantitative analyses;

Knowledge of finance techniques, principles, and practices;

Knowledge of organization management and personnel administration;

Ability to supervise the development and installation of taxation administration systems and procedures;

Ability to analyze and interpret fiscal and accounting data and reach sound conclusions;

Ability to plan, organize, train, coordinate, and direct the work of professional, technical, and administrative personnel;

Ability to plan, organized, coordinate, and direct the activities of an agency with diverse functions and programs;

Ability to establish and maintain effective relationships with elected and appointed officials, directors, assistant directors, managers, supervisors, contemporaries, subordinates, business and community groups and other government personnel and the public;

Substantial customer service experience.

## **Employment Standards**

### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#) *(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")*

Graduation from an accredited four-year college or university with a bachelor's degree in finance, public administration, business administration, or a related field with coursework in business, finance, accounting, and quantitative analysis; plus, nine years of progressively responsible professional experience in financial or local/state tax administration, five years of which must have been in a management or supervisory capacity.

### **CERTIFICATES AND LICENSES REQUIRED:**

- Driver's License
- Certified General Real Estate Appraiser License from the State of Virginia or International Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) or AAS (Assessment Administration Specialist) designation or comparable license or assessing designation within 2 years of appointment.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check, a credit check, and a driving record check to the satisfaction of the employer.

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicants or employees will be required to submit a request for a criminal history record check and credit check to the appropriate agency. Applicants/employees in this position must demonstrate financial responsibility in personal finances as a condition of employment. Applicants must possess a valid Virginia Driver's license.

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

**PREFERRED QUALIFICATIONS:**

- Experienced leading and/or managing a large organization.
- Proven success in building and fostering business relationships.
- Experienced in facilitating resolution of complex technical issues amongst external and internal stakeholders.
- Experienced in contributing to strategic planning, technology and business process improvement efforts and implementation, and change management.
- Solid understanding of the real estate assessment process and tax laws/policies. Ability to negotiate, problem solve and deliver creative solutions.
- Prior experience working in or with local government.
- Experienced in presenting complex reports to senior management and boards.
- Excellent verbal and written communication necessary.
- Possess experience in any of the following:
  - Computer Assisted Appraisal Systems;
  - Statistical Techniques;
  - Developing real property appraisal plans;
  - Forecasting revenue;
  - Departmental budgets;
  - Assessment of Public Private Partnerships (P3s);
  - Appraisal of properties utilizing Tax Increment Financing (TIFs);
  - Administering land use assessments (Agricultural and Forestal);
  - Assessment of properties administered by a public housing authority;
  - Application of laws governing the exemption of real property;
  - Assessment of properties in Special Commercial Tax Districts.

**PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature; however, job entails walking, standing, sitting, climbing stairs, reaching and bending. Uses hands to grasp, handle, or feel. Employee may be required to lift up to 15 lbs. Visual acuity is required to read data on a computer monitor. Incumbent must be able to operate keyboard driven equipment and computer. Ability to communicate with others verbally and in writing. Ability to make field inspections of real property which may require measuring new and existing structures. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include exercise.

Fairfax County is home to a highly diverse population, with a significant number of residents speaking languages other than English at home (including [Spanish, Asian/Pacific Islander, Indo-European, and many others.](#)) We encourage candidates who are bilingual in English and another language to apply for this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.