

Job Class Code: 1139	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide assistance with formulating and implementing departmental policies and procedures. The class is responsible for collaborating with staff, implementing new procedures, serving as department liaison, resolving problems, and assisting staff. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS
<ul style="list-style-type: none"> • Collaborates with real estate appraisal staff to ensure workflow, accomplishment of goals, and compliance with related codes. • Implements and evaluates new and existing policies and procedures and makes recommendations for improvements. • Serves as department liaison for hearings by the Real Estate Equalization Board and assists with preparing hearing support documentation. • Investigates and resolves problems including assisting taxpayers with inquiries and concerns, consulting with staff and superiors, and handling administrative appeals. • Assists and advises staff on unusual or complicated duties by reviewing reports and inspecting property. • Coordinates with department staff in designing and making improvements and updates as with the appraisal database system. • Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills. • Performs related tasks as necessary such as assisting with budget preparation and staff training. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in real estate, economics, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of 6 years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and driving record in compliance with City Driving Standards
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/16/2020