

CHIEF OF REAL ESTATE AND MAPPING

DEFINITION OF WORK

Employees in this class assist the Tax Administrator in managing and directing the day-to-day operations and activities of the Real Estate and Mapping Divisions and to assume the duties of the Tax Administrator for those divisions in his absence. Responsibilities include policy interpretation, program planning, fiscal management; administration and direction of all operations within these divisions; and performing complex and difficult assessment and related work. Duties involve providing professional support for real estate and mapping, including assigning, directing and reviewing the work of technical support and professional staff; performing professional assessment, appeal and public contact activities in support of the assessment functions; and performing related work as required. Work is performed under the supervision of the Tax Administrator and is evaluated by the effectiveness of division program results.

EXAMPLES OF WORK

Under the direction of the Tax Administrator, formulates and institutes the development and implementation of goals, objectives, policies, procedures and work standards for the Real Estate and Mapping Divisions. Assists the Tax Administrator in the planning, conducting and completion of the octennial revaluation, to include providing oversight in the development of the schedule of values to be presented to the County Board of Commissioners, and planning and development of real estate and mapping's annual budget as well as the revaluation budget. Position is responsible for a staff of 26 employees and provides oversight for plans and schedules of subordinate divisions; supervises and reviews work of subordinate managerial staff; hires staff, assigns work, establishes performance standards, evaluates work and provides guidance, direction and discipline as necessary; and manages overall resources and manpower to assure the timely completion of annual real estate and mapping deadlines. Responsible for oversight of the Real Estate and Mapping Division's technology enhancements and projects. Analyzes the computer, informational and business processes of the Real Estate and Mapping Divisions from an operational and strategic perspective and determines immediate and long-range personnel and equipment requirements. Coordinates a training program to effectively train all personnel on software upgrades and enhancements. Develops ways to educate the public through multiple media outlets about various mapping and appraisal programs to include the octennial revaluation. Conducts informational meetings and speaking engagements with community service groups, homeowners associations and other public forums; Monitors changes and proposed changes to property tax assessment related legislation, evaluates their effect upon County activities and recommends policy and procedure modifications. Provides directions for the implementation and administration of programs and services provided by divisions to include mapping of new parcels, transfers, split outs and appraisals; and identifies problems and considers alternative courses of action. Resolves complaints, answers questions and provides information to the staff and the general public. Confers with Tax Administrator, County Manager, County Commissioners and other Local and State officials regarding program issues.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in Business Administration, Geographic Information Systems, Public Administration, Accounting, Finance or related field; supplemented by five (5) years of responsible experience in taxation including administration and supervisory experience; or an equivalent

combination of education, training, and experience. Required training in the application of personal computers.

Knowledge, Skills, and Abilities:

Has thorough knowledge of the methods, procedures and policies of Cumberland County as such pertain to the performance of the essential duties of the Chief of Real Estate and Mapping. Has thorough knowledge of the of the principles and practices associated with assisting in planning and directing activities, services and the staff of real estate appraisal, mapping and land records, and GIS development programs. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Has thorough knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Knows how to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with which position interacts.

SPECIAL REQUIREMENTS

Requires a passing grade in the North Carolina Fundamentals of Tax Listing and Assessing and the NCPMA Regular Mapping Course within 24 months of hire. Requires a valid North Carolina driver's license with an acceptable driving record. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with an office environment.

PHYSICAL REQUIREMENTS

Must be able to physically perform the life support functions of talking, reaching, stooping, kneeling, lifting, fingering, hearing, talking, and repetitive motions; must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects; must possess the visual acuity to prepare and analyze data and figures, fill out forms, and operate a computer and other office machinery.