

COUNTY OF SOLANO

ASSISTANT ASSESSOR/RECORDER

Est. 09/2002
CSC Exempt

DEFINITION

Under administrative direction, plans and directs the internal operations of the Assessor/Recorder Department; serves as a member of the department's management team.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the Assessor Recorder's Department characterized by the responsibility to administer department operations in property assessment, record map maintenance and automated property information system activities for preparation of the local assessment roll. The incumbent assists the Assessor/Recorder in developing departmental goals and policies, planning and organizing the work of the department, and managing the department's fiscal affairs. This class is distinguished from the Assessor/Recorder by the latter's overall responsibility to plan, organize and direct the Assessor/Recorder's Department.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the operations of the Assessor/Recorder's Department to ensure delivery of mandated and other services in compliance with local, state and federal regulations, legislation and policies.
2. Assists the Assessor/Recorder in the formulation of departmental goals and objectives; evaluates operational performance; reviews work methods and inter/intradepartmental procedures to ensure effective work flow.
3. Assists in the selection, training, placement and evaluation of departmental personnel.
4. Coordinates preparation of the departmental budget; analyzes staffing and expenditure requests; reviews requests for additional programs and services; formulates, justifies and presents the budget; monitors budget expenditures.
5. Meets with and/or addresses taxpayers, civic groups, the Board of Supervisors and other interested parties regarding policies, procedures and laws affecting property assessment for tax purposes.

EXAMPLES OF DUTIES -- Continued

6. May conduct special studies, convene committees and act on behalf of the Assessor/Recorder in their absence.

QUALIFICATION GUIDELINES

Education and/or Experience

Possession of a baccalaureate degree from an accredited college or university with a major in Business Administration, Public Administration, Finance or closely related field.

AND

Four years of progressively responsible management experience in a California Assessor'/Recorder's Department which included fiscal administrative and/or analytical work which must include major program planning, budgeting and supervision.

Knowledge/Abilities

Thorough knowledge of: Principles, methods and techniques of real and personal property evaluation; laws, rules and regulations governing real and personal property assessment, assessment practices and standards; principles and practices of management, budgeting and personnel administration; effective managerial and supervisory techniques.

Ability to: Plan, assign and direct the activities of a large technical and clerical staff engaged in assessment activities; direct a varied tax assessment and administrative program; supervise the development of effective evaluation techniques and equalization methods; prepare and administer a departmental budget; analyze reports and recognize various factors affecting assessment values and the County assessment programs; present facts clearly and concisely, orally or in writing; establish and maintain effective public relations; make effective public presentations regarding work of the department.

SPECIAL REQUIREMENTS

Possession of a valid California Class C driver's license may be required.

Possession of a valid Appraiser's Certificate issued by the California State Board of Equalization.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may be required to work outside normal business hours.

Incumbents must comply with Section 8500 et seq. of the California Government Code relating to financial disclosure.

Incumbents are Civil Service Exempt, Confidential and serve at the pleasure of the appointing authority.

Department Head

Date