

# **LIVINGSTON COUNTY JOB DESCRIPTION**

## **DEPUTY DIRECTOR EQUALIZATION**

**Supervised By:** Equalization Director

**Supervises:** All Employees of the Equalization Department either directly or indirectly

**Department:** Equalization

**FLSA Status:** Exempt

### **Position Summary:**

Under the supervision of the Equalization Director, this class is responsible for supervising the operations of the Equalization Department, providing assistance to the Director as directed, and acting on behalf of the Equalization Director during the latter's absence.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in supervising staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
2. Prepares various reports regarding assessed valuations of all classes of property; conducts field inspections to verify sales and/or measure structures and improvements and prepares valuations appraisals.
3. Ensures the accuracy and defensibility of appraisals by reviewing data, value calculations, and staff reports and monitors compliance with department and State mandated policies and procedures.
4. Analyzes data, values property, prepares findings and assists in defending valuations.
5. Reviews work completed by staff, verifies information, adjusts findings, and conducts final reviews.
6. Responds to technical questions from local assessors and County appraisers concerning the appraisal process and interprets procedures, legal issues, and resolves disputes.
7. Responds to citizen and professional appraisers questions and concerns regarding department policies and legal issues.

8. Assists with special projects and assignments.
9. Understand equalization reports, the functions of each report, and how a report relates to other departmental reporting requirements. Currently the most significant of these reports includes:
  - Study Reports: L-4027i, L-4015, L-4015a, L-4018 and (local units L-4022 and L-4023) along with statistics and stratification.
  - Equalization Reports: L-4023, L-4024, and (L-4626 local units)
  - Taxable Value: L-4046
  - Headlee: (local unit L-4025), L-4034, L-4028, L-4028-IC, L-4029
  - Personal Property: L-4050, PPSR, PPSR-IC
10. Promote a positive work atmosphere modeling behavior and communication that support the required departmental culture.
11. Provide a safe and healthy environment for all staff and maintain awareness of the physical and psycho-social environment at the workplace, reporting all hazards and concerns to the Director and/or other Livingston County authority as appropriate.
12. Plan, organize, participate in, and may present at approved staff development activities, in-services and supervisory sessions.
13. Adjust work schedule when necessary and with supervisory approval, to meet County work needs.
14. Accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or become on-going.
15. Inform Equalization Director regularly regarding work activities and advise the Director if and when work focus, activities, and actual practices may need to deviate significantly from specified essential functions.
16. Perform all other duties related to this class as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in business administration or related field and four years of progressively responsible experience in equalization including supervisory and management experience. Public sector appraisal/assessment experience preferred but not required.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Personal Property Examiner Certificate. If subsequently notified by the Michigan State Tax Commission of a change in status of any local unit that would require an upgraded certification status, the position would be required to obtain within a year of notification the Michigan Advanced Assessing Officer certification. The training to obtain this certificate if so required in the future is approximately nine months.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of appraising and valuing property.
- Considerable knowledge of applicable theories and principles related to the equalization process, assessing property market value, reading legal documents, maps, blueprints, and property descriptions, maintaining accurate records, State Tax Commission policies and procedures, and applying local, state and federal laws, rules and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums and using effective customer service skills during the course of interactions.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software programs and applications utilized by the Equalization Department.
- Ability to attend meetings scheduled at times other than normal business hours.
- Knowledge of the department's operations, policy, and procedures and how to maintain records, prepare reports, and answer with clarity and directness questions from the public, from Livingston County officials and departments, and from State and Federal agencies .

- Ability to change department and County policies for proper alignment when new laws are implemented or the State Tax Commission changes policies.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.