

## KITSAP COUNTY CLASS SPECIFICATION

**TITLE:** ASSESSMENT ADMINISTRATIVE SUPERVISOR

**DEPARTMENT:** Assessor

**REPORTS TO:** Assessor, Chief Deputy Assessor

**SUPERVISES:** Program Specialist – Personal Property/Levy, Exemption Specialist, Office Assistants II, and Extra Help support staff

### GENERAL STATEMENT:

This position is responsible for supervisory, administrative and office management work in the Assessor's Office. The incumbent is responsible for planning, supervising, and evaluating the work of staff engaged in support, administrative and technical functions, which include property tax levies, senior citizen & disabled exemptions, personal property, the department computer system, and public services.

Work assignments are received in the form of general requests and require considerable discretion in defining a plan of action and carrying the task through to completion. Work is reviewed periodically through reports and conferences for timeliness, effectiveness, and results obtained.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

#### Essential Job Functions:

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work performance of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination. Prepare performance appraisals. Establish standards of performance for each class or position supervised.

Investigate grievances involving subordinates and recommends resolution. Recommend promotional and disciplinary actions. Approve leave requests. Schedule vacations to assure adequate coverage for maintenance of productions standards.

Administer all assessor related databases and computer systems. Act as the department's project manager for the countywide imaging project. Administer all aspects of the department's web site.

Manage the property tax levies. Responsible for the levy calculations for each district and the state in accordance with current state law. Act as the department liaison and point of contact with all county taxing districts for all matters relating to property taxes.

Supervise the Senior Citizen/Disabled and non-profit exemption functions. Ensure the integrity of these exemption programs with appropriate audits.

Responsible for publication of the Annual Assessment book and production of all required tax roll certifications and Washington State Department of Revenue required reports.

Singularly responsible and authorized to make any closed assessment roll corrections at the direction of an Appraiser Supervisor.

Provide training to subordinates or fellow employees in departmental procedures, systems, and operations.

Act as the point of contact for all third party vendors desiring to purchase pre-packaged publicly available Assessor information.

Supervise the complete processing of personal property listings in order to annually update personal property accounts. Provide guidance and oversight all personal property areas including account maintenance, discovery, auditing, value estimations, on-line filing and penalty assessment.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

#### Other Job Duties:

Perform other related duties as required.

#### **DISTINGUISHING FEATURES:**

Incumbent in this position typically supervises eight or more staff members assigned to diverse and varied areas of responsibilities. Technical expertise in multiple property tax related areas is required. Positions in the Office Supervisor II classification typically supervise a smaller staff with less varied responsibility and considerably less areas of required technical expertise.

#### **WORKING CONDITIONS/PHYSICAL ACTIVITIES:**

Work is performed primarily in an office environment. May require sitting for extended periods of time. Must have the ability to operate a computer terminal, perform mathematical calculations, and communicate effectively, both orally and in writing.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of: General office practices and procedures. Principles and practices of modern office management and supervision. The Washington State property tax assessment process. Database, word processing, spreadsheet, and internet computer applications. Research techniques and methodologies. The use and care of personal computers, related peripherals and application software.

Ability to: Communicate effectively both orally and in writing. Plan, coordinate, assign, supervise, train, and evaluate work of subordinates toward accomplishment of departmental goals and objectives. Understand and execute complex oral instructions and apply guidelines where applicable. Plan and execute projects requiring independent research and analysis. Establish and maintain effective working relationships with co-workers, other departmental personnel, outside agencies and the general public. Translate complex statutes and administrative codes relating to property taxes into an understandable form for co-workers, outside agencies and the

general public. Recognize and define work related problems or conflicts and recommend effective remedial measures.

**QUALIFICATIONS:**

Six years of progressively responsible secretarial, technical, administrative, or management work experience, which includes at least two years of experience as a supervisor, is required; or any equivalent combination or related education, training, and experience, which provides the applicant with the desired skills, knowledge, and abilities required to perform the work may be substituted for up to two years of the non-supervisory experience.

Experience in using office productivity software, plus a familiarity with Internet web page maintenance is desirable.