

# Commercial Real Estate Appraiser Supervisor



## General Summary of Classification:

Trains and supervises appraisers responsible for the annual review and assessment of all types real estate zoned as commercial property; directs staff assignments; trains staff to utilize various valuation methodologies (e.g. income approach) for commercial property assessments and to perform unusual, complex and difficult appraisals requiring special knowledge, accuracy and the use of independent judgment; collaborates closely with the EDA on projects and scenarios to attract businesses to the County; manages the Partial Real Estate Tax Exemption Program; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

Proficiently performs all the essential job duties of a Senior Real Estate Appraiser in addition to the following:

- Trains and supervises the work of staff responsible for the annual review, assessment and reassessment of all commercial real estate, data collection, related research and analysis, income approach valuations, fair market valuations, and assessment recommendations for commercial properties countywide;
- Reviews the work of assigned appraisers to ensure uniformity and to check for errors in judgment, provides feedback to assigned staff regarding their work, and trains employees on all aspects of commercial real estate appraisals;
- Collaborates with the Economic Development Authority on projects and scenarios to attract businesses to the County;
- Manages the County's Partial Real Estate Tax Exemption Program for qualifying properties;
- Represents the County before the Board of Real Estate Review and Equalization to support appraisals, assists staff in handling rezoning and appeals related cases, reviews complaints from property owners, and makes recommendations whether or not assessments should be adjusted within legal requirements;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Serves as a subject matter expert (SME) for property zoned commercial and the determination of fair market value in accordance with Constitution of Virginia, Article X, Section 2 and the Code of Virginia, § 58.1-3201. Routinely utilizes own extensive working knowledge of appraisal field, principles and practices of appraising commercial property, zoning laws, building and land valuation, property owner rights, and the appeals process to perform assigned duties; extensive understanding of the use and application of rents/leasing income, net operating income, capitalization of value, vacancy and collection losses, and market data; reassessments based on potential rental income, occupancy levels, and investor demand; extensive knowledge of social and economic factors affecting property values and market trends; excellent knowledge of the County's land use mix and zoning; excellent data mining, analysis, mathematical, trending and statistical skills; demonstrated knowledge of and accuracy in appraising a wide variety of types of commercial real estate; demonstrated ability to effectively supervise, train and develop assigned staff and to manage workloads efficiently to meet critical deadlines; serves as SME to testify and defend appraisals in hearings and courts of record as needed; and meets with public and to discuss appraisals professionally with courtesy and tact.
- **Technical:** Excellent research, analysis and computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems and applications such as CAMA that are specific to the division and assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to meet with and communicate clearly and accurately with commercial property stakeholders, provides excellent customer service, accurately explains the assessment process, valuations, and appeal options with courtesy & tact.
- **Decision-making, and Authority:** Makes sound recommendations and decisions independently, appropriately informing and involving supervisor as needed. Serves as SME for the County and the Board of Real Estate Review and Equalization.
- **Leadership:** Supervisory. Makes presentations and recommendations to the Board of Real Estate Review and Equalization.
- **Environment:** Works indoors and outdoors; may work in various locations Countywide based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Graduation from high school, and preferably graduation from college;

**Experience:** Five (5) years of commercial appraisal work experience, preferably including some supervisory experience;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.