

## EQUALIZATION DIRECTOR

**GENERAL STATEMENT OF DUTIES:** Directs the activities of the Equalization and Land Description Departments; implements and develops comprehensive plans; responsible for administration of the property tax system within the County; Serves at the pleasure of the Board of Commissioners; performs related work as required.

### STATEMENT OF TASKS:

Plans and administers training programs for professional staff;  
Prepares work programs and budgets for the department;  
Consults with citizens, department heads and other officials of Municipal, County, and State governments in order to coordinate all phases of equalization;  
Delivers addresses before civic groups and assessment administration conferences;  
Inspects residential, commercial and industrial facilities and the general physical layout of the area in order to determine property valuation in the County;  
Compiles sampling data, reports and statistics concerning property valuations in the County;  
Develops ways to stay abreast of appraisal practices, real estate market and economic conditions effecting the County;  
Assist local assessing officials on appraisal and tax problems in the ad valorem field of taxation;  
Plans research program to ascertain what phases of property appraisal and taxation are in greatest need of study with a view toward promoting proper equalization;

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class maybe required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the physical, social and economic implications of local assessing and equalization activities;  
Ability to secure the cooperation of major civic groups and leaders in executing plans;  
Ability to speak effectively and persuasively and to maintain cordial working relationships with other County departments;  
Ability to supervise other employees;  
Ability to be in good physical condition.

### MINIMUM QUALIFICATIONS:

Level IV State Assessor's Board Certification **AND** State Tax Commission Property Examiner Certification is required. Proficiency with BS & A software is preferred. Paid work experience in property appraisal, assessment, administration and management. Five (5) years of progressively more responsible experience in appraising all types of property and a strong background in supervision/administrative experience within the last three years.

**OR**

An applicant meeting all minimum qualifications except Level IV Certification will be considered if the applicant has Level III Certification and is currently pursuing Level IV Certification. Such an applicant, if appointed Equalization Director, must obtain Level IV Certification within 12 months of commencing employment.

Date Implemented: 1968  
Date Revised: August 26, 1991  
Date Revised: June 2009  
Date Revised: September 11, 2009



Human Resources Director