



DIRECTOR OF SPECIAL PROPERTIES

Department:	Valuations	Job Code:	7719
Grade:	24	Shakman Status:	Exempt
		FLSA Status:	Exempt

Job Summary

Reporting directly to the Deputy Assessor – Chief Valuations Officer (CVO), the Director of Special Properties assists the CVO with the supervision, direction, planning and responsibility of the Specific Properties Division within the Valuations and Assessments Department of the Cook County Assessor's Office (CCAO). The Director of Special Properties' duties include providing direct oversight of the Special Properties management staff's work performance, approving time-off requests, issuing performance evaluations and initiating disciplinary action, and ensuring the Special Properties Division provides good customer service. In addition, the Director of Special Properties is responsible for directing data collection, market analysis, and valuation of all new and existing industrial and commercial real property, excluding industrial and commercial property handled by the Commercial Valuations Division. All duties are performed independently and require self-motivation and a professional attitude. The Director of Special Properties must be able to do business with the public in sometimes difficult and adversarial situations.

Essential Duties

- Assists in developing, updating, and maintaining valuation models for special properties, including, without limitation, industrial properties, stadiums, hotels, landfills, assisted living facilities and nursing homes, bowling alleys, convenience stores, and other categories of real property designated by the Assessor, the CVO and the Director of Special Properties, from time to time ("special property").
- Directs regular reviews of properties within the jurisdiction to evaluate changes due to remodeling, additions, or demolition.
- Works with the Commercial Field Unit responsible for using current technology (including mobile data collection devices and GIS) to collect, enter and process field data.
- Educates property owners on the assessment/appraisal process, and defends values at appeal hearings.
- Oversees the use of Computer-Assisted Mass Appraisal (CAMA) models in the commercial valuation model and evaluates the impact of zoning classifications and other spatial patterns on property values.
- Plans, directs, and evaluates the interviewing of persons familiar with properties and their immediate surroundings (e.g. appraisers, contractors, lenders, owners, and realtors), in order to obtain relevant data and information.
- Evaluates online databases for suitability as sources of market data for comparative analyses of rents, expenses, occupancy, capitalization rates, and financial data.

- Reviews the work of the Special Properties staff to make final determinations on the initial assessed value of special property, as well as on appeals to that assessed value.
- Ensures the proper use of income and operating expense statements in the valuation of special property.
- Compares and analyzes valuation trends on the national and local level and communicates such analysis to the Special Properties staff.
- Prepares written reports that estimate property values and outlines methods by which the estimations were made.
- Testifies at appeals hearings on how the estimated value of the real property was developed.
- Develops final estimation of special property values, taking into account such factors as replacement cost less depreciation, market value comparisons of similar properties, and investment income potential.
- Oversees the work of the Special Properties Technical Review Unit to ensure consistency and accuracy of final assessments on Special Property.
- Works with the CVO, the Chief Deputy Assessor and other management in the Valuations Department to develop the triennial assessment cycle.
- Assists the CVO in overseeing and directing the staffing and daily operations of the Special Properties Division.
- Works with the CVO and managers in the Special Properties Division to establish performance measures for subordinate staff.
- Works with the CVO to develop training objectives for the Special Properties Division.
- Conducts performance evaluations of subordinate Special Properties staff.
- Helps to ensure that activities and results are consistent with CCAO's mission, goals, and objectives.
- Helps to develop and administer CCAO policies and procedures and provides instruction to staff regarding office policies and procedures.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree.
- Seven (7) years of full-time experience in assessments and appraisal or property tax administration, of which three (3) have been in a supervisory capacity.

Preferred Qualifications

- Graduation from an accredited college or university with a bachelor's degree in accounting, finance or a related degree.
- Possession of the CAE designation from the International Association of Assessing Officers (IAAO) or a MAI or SRPA designation from the Appraisal Institute.
- Strong background in math, business, computer science, or economics, or the ability to obtain a general state appraisal license.

Knowledge, Skills and Abilities

- Knowledge of CCAO operations, function, activities and the property tax system, as well as a thorough knowledge of CCAO's procedures, policies, guidelines and other applicable rules and regulations related to valuation of real property, or the ability to quickly gain such knowledge.
- Extensive knowledge of computed assisted mass appraisal systems and statistical analysis.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Experience with Vision Government Solutions CAMA software Version 7.4 and/or 8.X, Esri ArcGIS software, and Pictometry is preferred.
- Experience valuing commercial class properties, using sales analysis, market trend studies, income and expense analysis, and replacement cost online services.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing, and ability to maintain positive public relations is required.
- Proficiency with Microsoft Suite (Office, Powerpoint, Excel) and CAMA software.
- Ability to create an assessment cycle and monitor its completion.
- Ability to establish and meet all CCAO deadlines, production goals, and effectively utilize time with limited oversight.
- Ability to work with others; excellent interpersonal skills in dealing with the public and co-workers.
- Ability to provide guidance and information regarding CCAO's policies and procedures to the general public and taxpayers.
- Strong leadership and organizational skills.
- Ability to manage multiple projects and meet deadlines with results-oriented focus.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to use CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

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