



- Serves as a member of the Valuations leadership team, and participates in meetings, retreats, and other forums as necessary.
- Oversees the Data Integrity Division and coordinates accordingly with the CVO, other Deputies, other senior management personnel, and other staff, which may include conducting policy research, preparing presentations, developing meeting agendas, compiling pertinent background materials for meeting attendees, coordinating logistical arrangements and ensuring appropriate and effective communication with participants (as needed).
- Oversees and directs the work of the Data Integrity Division to ensure consistency and accuracy of final assessments on Cook County properties.
- Identifies valuation errors for correction and ascertains any systematic issues or other issues which may have led to such errors.
- Testifies at appeals hearings on how the estimated value of Cook County properties were developed.
- Assists the CVO in overseeing the staffing and daily operations of the Data Integrity Division.
- Works with the CVO and managers in the Data Integrity Division to establish performance measures for subordinate staff.
- Conducts performance evaluations of subordinate Data Integrity Division 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.
- Monitors project milestones and critical dates to identify potential jeopardy of project schedule and identifies ways to resolve schedule issues.
- Supports the CVO with developing and maintaining internal and external partnerships for assigned projects.

**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 and/or university with a bachelor's degree.
- Seven (7) years of full-time experience in assessments, appraisal, valuation of assets, property taxation, property tax administration or related field.
- Two (2) years of project management or administrative operations experience.
- Three (3) years of full-time work experience managing or supervising employees.

#### **Preferred Qualifications**

- Possession of the CAE designation from the International Association of Assessing Officers (IAAO) or an MAI, SRPA or SRA designation from the Appraisal Institute.

- Master's degree in Business Administration, Accounting, Economics or other business-related field.

### **Knowledge, Skills, and Abilities**

- Knowledge of CCAO operations, functions, 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.
- Knowledge of Cook County Government, or the ability to quickly gain such knowledge.
- Proficiency with Microsoft Office platform, specifically Microsoft Word, PowerPoint and Excel.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing, and ability to maintain positive public relations.
- Ability to work with others, excellent interpersonal skills in dealing with the public and co-workers.
- Excellent organizational skills.
- Track record of thinking conceptually and mastering complex subject matters quickly.
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans and solutions to identified issues and problems.
- Ability to manage multiple projects effectively.
- Ability to develop, coordinate and implement programmatic changes.
- Ability to work well with the agency's senior leadership, supervisors, co-workers and external partners and stakeholders.
- Ability to meet CCAO and departmental deadlines and effectively use time with limited oversight.
- Ability to work independently and to undertake supervisor responsibilities (as needed).
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize 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/or operate standard office equipment.
- Regular use of a telephone to communicate.

**COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY  
EMPLOYER**

Last modified: February 4, 2020