



DIRECTOR OF VALUATIONS RESEARCH

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

Job Summary

Reporting directly to the Chief Valuations Officer (CVO), the Director of Valuations Research performs and oversees research pertaining to the valuation of commercial, industrial and residential real estate of Cook County. The Director of Valuations Research's duties include tracking real estate capital markets and other valuation data indicators and supporting other Units and Departments within the CCAO that also engage with research (e.g. the Data Integrity Division, Data, Legal and Policy departments). The Director of Valuations Research researches and decides which data sources are used by the valuations department. Additionally, the Director collaborates with the Assessor and Chief Valuations Officer as to proposed valuation sources and metrics. The Director of Valuations Research researches, prepares and delivers defenses of valuations and/or appeal decisions made by the CCAO to the Board of Review, the Property Tax Appeal Board or Circuit Court, and supports other CCAO representatives that may appear before the BOR.

Essential Job Duties

- Tracks market and valuation data produced by REIT, CMBS, and Private Equity industries using the third-party data sources procured by the CCAO (e.g. Trepp, CoStar, Marshall & Swift) or collected by the CCAO such as RPIE data collected through the RPIE portal and SmartFile.
- Supports the Commercial and Special Properties Units within the Valuations Department to arrive at cap rates and spreads for various classes of real estate.
- Researches, gathers, and analyzes data on specific industries (e.g. Data Centers, Health Care and Life Science) that have unique valuation metrics and works with the CVO and other Directors of Valuations to develop new valuation sources and metrics.
- Evaluates consistency and uniformity of valuation assumptions across asset classes.
- Contributes to the production of the CCAO's Annual Report and Township Reports, Market Analyst Day, and other Communication initiatives.

- Works with the Administrative Operations Department to evaluate the CCAO's third-party data sources and the value they provide the CCAO (to ensure best return on the CCAO's resources).
- Assists the CVO and other Valuations Directors to solve Department-wide problems.
- Reviews selected appraisals and other information provided to the CCAO through the appeals process in order to ensure compliance with the CCAO's Rules for Appeal and tracks assumptions, valuations estimates, methodologies and accuracy of appraisals.
- Prepares and delivers defenses of valuations and/or appeal decisions made by the CCAO to the Board of Review, the Property Tax Appeal Board or Circuit Court. Supporting other CCAO representatives that may appear before the BOR.
- Works in conjunction with Policy and Legal Departments to provide valuation support, insight, resources, and convening events for taxing bodies intervening in assessment appeals cases.
- Speaks and presents in public settings on the CCAO's valuation methodologies and metrics.

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 in business administration, public administration, accounting, or a related field.
- Five (5) years of full-time experience in property assessment, property appraisal, property tax administration, finance, real estate market research or related field.

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.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- 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 monitor and analyze multiple data sources holistically.
- 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 coworkers.

- 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

Last modified: May 20, 2021