ASSISTANT ASSESSOR-VALUATION

County of Marin
The Community

Marin County, California, is a special place and home to a community of 250,000 engaged residents. Located in the Northern Bay Area across the Golden Gate Bridge from San Francisco and adjacent to the vineyards of Napa and Sonoma Counties, Marin is a desirable place to live and is known for its combination of rural and suburban lifestyles, excellent schools, entertainment and recreational activities, and mild, year-round climate.

Marin is home to oak-bay woodlands, savannas, grasslands and salt marshes that are managed and protected to enhance their natural and undeveloped character. Outdoor recreation in Marin County includes whale migration and bird watching, garden tours, golf, hiking, running, mountain biking, horseback riding, sail boarding, surfing, fishing, boating, kayaking, canoeing, etc. The county includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon.
About the Position

The Assistant Assessor - Valuation has overall responsibility for the operations of the Valuation Division and ensures that the determination of value of all locally assessed property complies with applicable laws, rules, regulations, appraisal principles and departmental policy and procedures.

The Assistant Assessor-Valuation supervises and evaluates the work of professional staff in the Appraisal unit. This position is responsible for successfully coaching and developing the team, as well as writing and delivering annual performance reviews and providing training and discipline as necessary to staff. In addition, the Assistant Assessor-Valuation manages the assessment appeals process – directing the preparation of assessment appeal cases and representing the Assessor-Recorder-County Clerk before the Assessment Appeals Board as needed. The Assistant Assessor-Valuation exercises considerable independent judgment and demonstrates a high level of knowledge and proficiency in all aspects of property valuation.

As an integral member of the Department’s management team, the Assistant Assessor - Valuation assists in long- and short-term planning and budgeting as well as providing input regarding the formulation of new policy and supporting the application of existing policy.
Education & Experience

**Minimum Qualifications:**
Five years of experience in a California County Assessor's office that included the appraisal of the most complex forms of taxable property. Three of the years must have included supervision of a major appraisal or assessment function.

**Licenses and Certificates:**
Possession of a valid Appraisers’ Certificate issued by the State Board of Equalization.
Our Highly Qualified Candidate:

The ideal candidate is a progressive and strategic leader with exceptional technical expertise, who is well-versed in residential, commercial and specialized property appraisal methods and techniques and possesses a comprehensive working knowledge of California property tax assessment law as demonstrated by an advanced certificate from the Board of Equalization. This candidate has a proven track record of successfully defending complex appraisals in the appeals process and is knowledgeable and current with best practices in valuation with a strong foundation in state law. This position requires a high level of skill, knowledge and ability in administration and management, as well as initiative, judgment, discretion, confidentiality, and the capability to make independent decisions within established legal and policy frameworks.

A strong focus on customer service combined with a high level of personal and professional integrity are essential in this role. A decisive, yet collaborative and inclusive management style is critical to facilitating various change initiatives and in developing and maintaining productive working relationships with the wide range of county stakeholders. The ideal candidate is an approachable, open communicator and a credible advisor who is committed to mentorship and the professional growth of the Assessor-Recorder-County Clerk team.

The ideal candidate has a proven track record of:

- introducing creative strategies and innovative approaches to business challenges faced by the organization and its stakeholders; leading a team successfully;
- developing and maintaining successful, professional, respectful and collaborative working relationships with others at all levels; demonstrating leadership, sound judgment and positive conflict resolution skills; and
- managing staff in the following areas: performance management, writing and delivering performance reviews, coaching, training and discipline.
Marin County Government

This diverse organization strives to uphold a set of core values: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve high quality service outcomes. The County is committed to be a well-managed organization that relies on the talents of its workforce to succeed.

The County of Marin is comprised of 22 agencies and departments with a workforce of approximately 2,100 employees and an operating budget of $590 million (FY 18/19). The County is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. The Board of Supervisors also appoints a County Administrative Officer who is responsible for implementing Board decisions and providing day-to-day management support for the county operations and services.
Compensation & Benefits

The annual salary range for the Assistant Assessor-Valuation is $140,213 to $155,251. Salary is supplemented by a generous benefit program that includes the following:

**Insurance:** Cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**Vacation:** Generous vacation accrual based on years of service with the County.

**Holidays:** 11 paid observed holidays annually.

**Leaves:** Generous leave package including management leave, personal leave, and sick leave benefits.

**Deferred Comp:** Tax-deferred 457 plan to which employees may contribute to enhance their retirement.

**Retirement:** Defined benefit plan under the County Employees Retirement Act of 1937. More information can be found online at www.mcera.org.
About the Process

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list.

The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

The County of Marin is an Equal Opportunity Employer. The County is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities.

Learn More

County of Marin Website  |  Assessor-Recorder-County-Clerk’s Website