

Introduced by: By
Date:
Action:
Vote:

Mayor
03/02/99
Adopted
9 Yes, 0 No

**KENAI PENINSULA BOROUGH
RESOLUTION 99-019**

**A RESOLUTION ESTABLISHING AN ASSISTANT ASSESSOR POSITION AND
CHANGING THE APPRAISAL MANAGER POSITION TO
RESIDENTIAL APPRAISAL MANAGER**

WHEREAS, focusing the appraisal manager's efforts toward the residential appraisal function will allow for improved supervision, coordination, and review of the staff's activities; and

WHEREAS, establishment of an assistant assessor position will allow for improved management and oversight of sales ratio studies, computerized valuation systems and exemption and deferment programs; and

WHEREAS, funds are available in the current budget to cover the cost of the new position and no additional appropriations will be required at this time;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH:

SECTION 1. That the position of Assistant Assessor with a maximum annualized salary of \$60,000 and classified as administrative is established.

SECTION 2. That the appraisal manager position is changed to residential appraisal manager and classified as administrative with a maximum annualized salary of \$45,000.

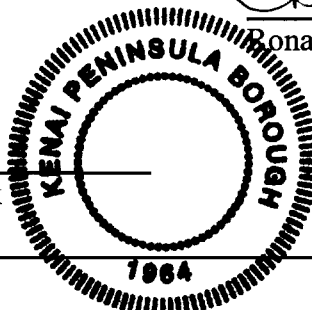
SECTION 3. That the attached job descriptions are approved and incorporated by reference.

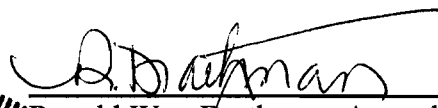
SECTION 4. That this resolution takes effect immediately upon its adoption.

ADOPTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS 2ND DAY OF MARCH, 1999.

ATTEST:


Linda S. Murphy, Borough Clerk




Ronald Wm. Drathman, Assembly President

Position Description: Residential Appraisal Manager

Service Type: Administrative

Definition: Under the general direction and supervision of the Director of Assessing or designee, the Residential Appraisal Manager is responsible for the real property appraisal staff, conducts review appraisals, coordinates real property appraiser assignments and trains assigned staff. The Residential Appraisal Manager performs real property appraisals, data collection, sales analysis and estimates construction costs for various types of residential real property as needed.

Minimum Qualifications: High school diploma or GED. Must have four years experience in a governmental assessing office; four years experience as a real estate appraiser in a fee appraisal office, supervisory experience in the real estate or construction industry may be substituted for two years of governmental office experience. Good organizational skills and the ability to work with the public are necessary. A good working knowledge of real estate sales financing programs, building construction components, appraisal techniques, spreadsheet applications and valuation of complex residential properties including vacant land. Ability to travel overnight and work out-of-doors, an unrestricted valid Alaska driver's license, and the availability of a personal vehicle is required.

Essential Functions:

Manages the residential real property appraisal staff.

Conducts reviews of residential real property appraisals.

Trains assigned staff.

4. Prepares real property assessment reports, records and other communications.
5. Researches construction costs.
6. Gathers data pertaining to quality, classification and value of residential property.
7. Represents the department in frequent contact with business owners, property tax professionals, appraisers and the general public.

Assists the Assistant Assessor in determining cost breakdowns for a variety of different structures for input into the computer valuation tables.

9. Travel, including some overnight trips.
10. Works with computerized appraisal system as required.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit and to use hands and fingers dexterously to operate office equipment and small tools; occasionally transport up to 50 pounds; reach with hands and arms, and stand and walk (at times on uneven ground). This position requires the ability to access non-road accessible land within the Kenai Peninsula Borough during all times of the year using four-wheeler, ATV, snowmachine, snowshoes, etc. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Description: Assistant Assessor

Service Type: Administrative

Definition: Under the general direction and supervision of the Director of Assessing, the Assistant Assessor supervises and coordinates the activities of the appraisal staff. Analyzes general economic trends, construction costs and real estate sales information. Assists in the sales ratio studies, maintenance of computer tables and administration of the various exemption programs. Coordinates appraiser assignments with the Residential Appraisal Manager and assists in training the appraisal staff. Good organizational skills and the ability to work with the public are necessary. Assists the Director of Assessing in scheduling the educational programs provided by the various appraisal organizations. Acts as the director in his/her absence.

Minimum Qualifications: High school diploma or GED and six years experience as a real estate appraiser, preferably in a governmental assessing office. A good working knowledge of real estate sales financing programs, building construction components, appraisal techniques, commercial cost estimators, spreadsheet applications, valuation of income producing properties and complex residential properties including vacant land. Degree in real estate science, business law, accounting or related disciplines is desirable. Ability to travel overnight and work out-of-doors, an unrestricted valid Alaska driver's license, and the availability of a personal vehicle is required.

Responsibilities:

Supervises the appraisal staff's activities.

Assists in sales ratio studies.

Assists in the maintenance of the computer tables

Prepares various assessment reports and other communications.

Estimates the construction costs for the different property types.

Administers the various exemption programs.

Represents the department in frequent contact with business owners, property tax professionals, appraisers and the general public.

Assists in training the appraisal staff.

Assists the Director of Assessing in the preparation of appeal hearings.

Travel, including some overnight trips.

Fills in for the Director of Assessing in his/her absence.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit and to use hands and fingers dexterously to operate office equipment and small tools; occasionally transport up to 50 pounds; reach with hands and arms, and stand and walk (at times on uneven ground). This position requires the ability to access non-road accessible land within the Kenai Peninsula Borough during all times of the year using four-wheeler, ATV, snowmachine, snowshoes, etc. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.