



DAKOTA COUNTY  
Employee Relations  
Administration Center, 1590 Highway 55  
Hastings, MN 55033-2372  
651-438-4568

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Assessing Services Manager**

*An Equal Opportunity Employer*

**SALARY**

\$33.43 - \$52.23 Hourly  
\$69,797.00 - \$109,058.00 Annually

**OPEN DATE:** 04/01/15

**CLOSE DATE:** Continuous.

**POSITION**

**ASSESSING SERVICES MANAGER - Job # 2060.15.001**

POSTING TYPE: External

DEPARTMENT: Assessing Services

HOURS: Full-time

HIRING RANGE: \$69,797- \$78,522/year (110 Salary Grade)

SALARY RANGE: Click [here](#) to view full salary range

LOCATION: ADC, Hastings

UNION: None

CLOSE DATE: Continuous until filled.

Responsible for the management and supervision of Assessing Services Administrative and Assessing System Technical staff. Responsible for the completion of the assessment in compliance with assessment standards and ad valorem property tax laws; directs the operation and development of the Computer Assisted Mass Appraisal and Assessment Technical System for Dakota County; responsible for the establishment and calibration of valuation models for all property types; develops policies, procedures and manuals; prepares and manages the department budget; directs the research and development of short and long-term technology options; and performs related work as assigned.

**MINIMUM QUALIFICATIONS**

• Bachelor's Degree in Real Estate, Public Administration, Business Administration, Management or in a related field

AND

• Three years of experience in assessment management and administration including 2 years of supervisory experience

OR

An Equivalent combination of education and experience.

Required License(s):

• Valid Driver's License

Certification as a Certified Minnesota Assessor or higher, or the ability to obtain within two years of hire.

Typing ability: None

**PREFERRED QUALIFICATIONS BEYOND MINIMUM REQUIRED:**

- Certified Assessment Evaluator designation
- Licensed by State Board of Assessors as Accredited or Senior Accredited Minnesota Assessor

**DUTIES & RESPONSIBILITIES**

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification.

1. Direct the research and development of short and long-term technology options. Make recommendations to the County Assessor for equipment and programming required to enhance and streamline operations.
2. Responsible for the establishment and calibration of Mass Appraisal models for all property types developed in conjunction with department appraisal managers, supervisors and consultants.
3. Administer and direct development of the Computer Assisted Mass Appraisal and Assessment components of the Real Estate Management System including feasibility studies, systems design and analysis, testing and implementation.
4. Direct the classification and assessment administration of all taxable and exempt real estate, personal property and manufactured homes in the County.
5. Develop and recommend administrative policies; assist County Assessor in developing and implementing department goals and objectives; develop policies, procedures and manuals for the proper classification of real and personal property.
6. Manage and monitor the operations, projects and personnel of the Administrative/Systems Sections to include work assignments, establishment of priorities, evaluation of work performance, individual development planning, hiring, selection and training of staff, and disciplinary activities.
7. Instruct Assessing Services staff in tax laws and assessment procedures and review assessment decisions to assure compliance with directives of MN Department of Revenue and ad valorem property tax laws.
8. Coordinate classification and assessment functions in preparation of abstracts and reports needed for calculation of taxes by statutory dates; manage mailing of notice of valuations; assist local governments, school districts, County departments, Department of Revenue and general public with tax assessment information as needed.
9. Coordinate Open Book, Local Board and County Board of Appeal and Equalization meetings.
10. Recommend approval of applications for exemptions, reductions of valuations, abatements and settlements or Tax Court actions on classification claims.

**KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT****Operational and Technical**

- Comprehensive knowledge of Minnesota State Laws governing property taxes.
- Comprehensive knowledge of appraisal principles and practices including all three approaches to value (market, income and cost).
- Demonstrated knowledge of computer technology, programming, systems design and current industry trends with the ability to develop appropriate programs (including application of valuation models) and recommend changes.
- Ability to analyze and interpret factors that tend to influence property market values and classification.
- Demonstrated ability and desire to expand knowledge of the assessment and appraisal process and assessment administration.

**Leadership**

- Demonstrated skill in organizing work, setting goals and priorities and ability to carry out high level assessment tasks.
- Demonstrated leadership skills including coaching and mentoring as well as possessing excellent communication skills, both oral and written.

- Ability to plan and supervise the work of Assessing Services staff, including delegation and performance management.
- Ability to make independent, quality decisions and exercise sound judgment.

#### Administrative

- Ability to analyze and change existing procedures and policies to reduce process time, resource requirements and improve customer service and response
- Ability to effectively manage across functions and determine resource allocation to achieve objectives and legislative mandates
- Ability to create and support effective working relationships within and between divisions, departments and outside agencies

**WORK ENVIRONMENT:** work is sedentary and is usually accomplished while incumbent is comfortably seated at a desk or table. Some walking and standing may occur in the course of a normal workday in connection with attendance at meetings and conferences, or while researching files. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Lifting of moderately heavy objects is not normally required. No special physical effort is required to perform the work.

**SELECTION PROCESS:** The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE AT:

<http://www.dakotacounty.us>

OR

Dakota County Employee Relations - Administration Center  
1590 Highway 55  
Hastings, MN 55033-2372  
651-438-4568

EXAM #2060.15.001

ASSESSING SERVICES MANAGER

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## Assessing Services Manager Supplemental Questionnaire

### 1. Minimum Qualification Screening **Select all that apply.**

- Bachelor's Degree or higher in Real Estate, Public Administration, Business Administration, Management or in a related field
- Three or more years experience in assessment management and administration
- Equivalent combination of education and experience
- Two years or more of supervisory experience
- Valid Driver's License
- None of the above

### \* 2. Please select the highest level of education completed or Degree held. (Degree must be held by the closing date of this recruitment)

- High School Diploma or G.E.D equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree or above

### \* 3. If you have a Bachelor's degree or Master's degree or above which of the following areas is it in?

- Real Estate
- Public Administration
- Business Administration/ Management
- Other Related Field
- Other Field

- I have an Associate's degree  
 I do not have a degree
4. If you selected "other related field" or "other field" to the question above, indicate the degree received and how it relates to this position.
- \* 5. Do you currently hold an Accredited or Senior Accredited MN Assessor license (AMA or SAMA)?  
 Yes  
 No
- \* 6. Do you have a valid driver's license?  
 Yes  
 No
- \* 7. How many years of professional work experience do you have in assessment management and administration?  
 Less than 3 years  
 More than 3 years  
 No experience
8. If you indicated you have experience in the question above, describe this related work experience including where you worked, your role, and dates of employment. This information must be listed on your application.
- \* 9. How many years of professional work experience as a supervisor/manager do you have including assigning daily tasks, adjusting work schedules, hiring, interpreting union contracts, and monitoring work performance?  
 Less than 2 years  
 More than 2 years  
 No experience
10. If you indicated you have experience in the question above, describe this related work experience including where you worked, your role, and dates of employment. This information must be listed on your application.
- \* 11. Applicants for this recruitment will be rated based on their answers to the supplemental questions listed below and application materials. **It is IMPERATIVE that information provided on the application and resume are detailed and clearly outline your work experience & skills. They must also support and/or match answers to the supplemental questions.** Please initial the box below to CONFIRM that the information provided is accurate and true to the best of your knowledge. Falsification may result in disqualification from consideration for this and subsequent recruitments with Dakota County for up to three years.
- \* 12. If selected for this position, what would be your minimum acceptable salary?
- 13.

Your response to this question will help Dakota County evaluate the effectiveness of recruitment sources for this specific position. You may have been asked this question in the Agency Wide Questions but we would ask you to please complete this question here as well. Please select the **one** source that most closely describes how you first learned about this opportunity.

- Dakota County Website
- Job Interest e-mails from Dakota County
- Careerbuilder
- College Website, Instructor, Career Services
- JobsInMinneapolis/StPaul
- League of Minnesota Cities
- MN Association of Counties
- Minnesota Council of Non-Profits
- Minnesota Works Website
- Monster
- InDeed
- Social Media (LinkedIn, Mad Mimi)
- Job Fair or Dakota County Event
- Professional Association Website
- I am a former employee of Dakota County
- Referred by A Dakota County Employee
- Friend, Family or Colleague
- Other

\* 14. If you selected Other, please indicate where you heard about this opportunity with Dakota County.

\* Required Question