

# Deputy Equalization Director



## Position Description

### Status

Full-Time, Exempt

### Compensation

C44

### Bargaining Unit

Non-bargaining

### Reports to

Director of Equalization

### Supervises

Equalization Staff

### Position Category

Manager

### Summary

This position conducts appraisal studies of all classes of property and assist in the development of information necessary to complete annual equalization according to the Michigan General Property tax laws. Assists the Director with managing the staff in the performance of their duties, assist with project planning, time lines, and monitor project completion. Assist appraisers with the more complex appraisals as well as assume the duties of the Director in their absence.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acts for the Director of Equalization in the absence of that individual which includes assisting the Director in planning the annual appraisal study in areas such as establishing strategies for data collection, time lines for completion, and quality control measures.
2. Assist the Director in the completion of required forms and reports.
3. Performs annual appraisal and sales studies.
4. Develops land value tables and Economic Condition Factor tables as required by Michigan State Tax Commission.
5. Supervises appraisal staff including workflow, training staff, responding to questions, assisting with the more complex assignments, and reviewing and evaluating work products.
6. Provides expert technical advice on real and personal property questions regarding assessment and equalization procedures, current and pending legislation and other related matters to local elected officials, local assessors, and taxpayers.
7. Acts as Field Coordinator of the Damage Assessment Annex for the Allegan County Emergency Operations Center (EOC).
8. Involved in the development, training, and application of specialized exports, programs, and tools used in several software programs for study purposes.

## Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## Supervisory Responsibility

This position does have direct supervisory responsibilities.

## Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Some fieldwork may be required to visit various properties.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This role requires an employee to conduct fieldwork within the county and be exposed to both the elements and uneven terrain.

## Travel

Travel is required to access County buildings and other locations to perform necessary job duties.

## Required Education and Experience

1. Associate's Degree in Assessment Administration/Property appraisal or closely related area.
2. Three (3) years of appraising all classes of real property and knowledge of appraisals and tax laws and assessment administration knowledge. Also supervisory experience.
3. Three (3) years of experience with data processing, reading/writing property descriptions, and other appraisal aspects.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_