



Notice of Job Availability Manager of Special Properties

Reporting directly to the Director of Special Properties, the Manager of Special Properties is responsible for supervising the operations and staff of the Special Properties Assessments Unit within the Valuations and Assessments Department of the Cook County Assessor's Office (CCAO). The Manager's duties include providing direct oversight of the Special Properties Assessments employees' work performance, assigning work and ensuring proper workflow, addressing and resolving employee concerns and questions, approving time-off requests, issuing performance evaluations, initiating disciplinary action, and ensuring the Special Assessments Unit provides good customer service. Additional duties include assisting the Director of Special Properties with the assessment and valuation of industrial and commercial real properties (excluding those handled by the Commercial Valuations Division). The Manager ensures such industrial and commercial real property is assessed in a fair and uniform manner and is responsible for meeting all of CCAO's prescribed deadlines.

Essential Job Duties

- Supervises and directs the employees within the Special Properties Assessments Unit.
- Recommends to the Director of Special Properties the appropriate assessed values on all special properties, including but not limited to industrial (non-rent producing), stadiums, hotels, landfills, assisted living facilities and nursing homes, bowling alleys, convenience stores, and other categories of real property designated by the Assessor, the Deputy Assessor – Chief Valuations Officer (“CVO”) and Director of Special Properties, from time to time (“special properties”), as part of the initial assessment process.
- As part of the appeals process, approves changes to assessed value of special property that fall within parameters established by the Deputy Assessor – Chief Valuations Officer and recommends for approval to the Director of Special Properties changes to assessed value of such property that are outside such parameters.
- Assists the Director of Special Properties in developing the final estimation of special property by reviewing all initial calculations and final valuations.
- Coordinates the regular reviews of properties within the jurisdiction to evaluate changes to the assessed value due to remodeling, additions or demolition.
- Evaluates features where properties are situated, considering locations and trends or impending changes that could influence future values.
- Verifies descriptions of properties by using commercial Computer-Assisted Mass Appraisal models, and Geographic Information System analysis.
- Verifies zoning classifications and examines spatial patterns, such as traffic, employment centers, shopping centers, and other neighborhood features in order to evaluate their impact on property values.
- Interviews persons familiar with properties and their immediate surroundings (e.g. appraisers, contractors, lenders, owners, and realtors), to obtain relevant data and information.

- Directs searches of online databases to obtain market data for comparative analysis of rents, expenses, occupancy, capitalization rates, and financial data.
- Works with the Director of Special Properties to develop assignment deadlines for subordinate staff based on the triennial assessment cycle.
- Communicates assessment methodologies and final assessments to other CCAO departments and taxpayers, as needed.
- Assists the Director of Special Properties in creating summary valuation reports for each assessed Township for publication.
- Testifies at appeals hearings on how the estimated value of the real property was developed, as needed.
- Reviews valuation decisions made by subordinate staff when developing estimated special property values.
- Analyzes the work of subordinate staff involved in reviewing and processing of applications for appeals and certificates of error.
- Reviews summaries prepared by subordinate staff for the Property Tax Appeal Board appeals.
- Assists in ensuring staff productivity and the development of performance measures for subordinate staff.
- Conducts performance evaluations of subordinate Special Properties Assessments Unit staff.
- Works with the Director of Special Properties and the Director of Training & Continuous Improvement to identify training needs within the Special Properties Division; serves as a trainer to other staff in the Valuations Department, as needed.
- Helps to administer CCAO policies and procedures and works with staff to resolve issues as they arise to ensure operational efficiency of the Unit.
- Develops employee work schedules to ensure operational coverage throughout the year.
- Performs other duties and assignments, as required, to achieve the overall goals of the Valuations Department.
- May work extended hours and weekends as assigned.

The duties described above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete description 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 accounting, business, finance, economics, marketing, real estate or other business-related field.
- Five (5) years of full-time paid work experience in industrial and commercial property assessment, industrial and commercial property valuation, industrial and commercial property appraisal or related field.
- Three (3) years of full-time paid work experience managing or supervising other employees.
- Experience with Microsoft Word and Excel.

Preferred Qualifications

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Accounting, or Economics or other business related field.

- One (1) year of full-time paid business enterprise valuations experience.
- Experience in industrial and commercial property appraisal.
- Possession of the CAE designation from the International Association of Assessing Officers (IAAO) or MAI or SRPA designation from the Appraisal Institute.

Post-Employment Minimum Qualification

- Within three years of the hire date, obtain a CAE designation from the International Association of Assessing Officers.

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.
- Knowledge of the assessment cycle, assessment valuation standards, practices and techniques, and the three approaches to valuation.
- Ability to meet CCAO and departmental deadlines, production goals and effectively utilize time with limited oversight.
- Knowledge of materials, software, and equipment utilized by CCAO.
- Ability to adjust to new techniques and procedures.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work with others; excellent interpersonal skills in dealing with co-workers.
- Ability to coordinate and carry out instructions.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and have the ability to work with CCAO systems and databases, CoStar and other data platforms used to assess industrial and commercial property.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Extensive understanding of assigned industrial and commercial property classes.

Physical Requirements

- Visual acuity to review and edit written and electronic communications for long periods of time.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.
- Required to lift and carry up to thirty (30) pounds of documents.

ANNUAL SALARY: \$92,864 - \$104,666, Grade 22
Commensurate with experience

METHOD OF APPLICATION: Apply online at www.cookcountyassessor.com. Online submissions will close at 11:59pm on **May 20, 2019**. **You are required to upload your resume and your school transcripts at the time of application.**

Applications of eligible applicants will be retained for consideration for six months following receipt of application, or until this Notice of Job Availability is withdrawn, whichever occurs first.

The Office of the Cook County Assessor hires and promotes based on applicant qualifications and merit. The use of political factors as a condition of employment for the above job opportunity is prohibited. Any questions should be sent to Human Resources at 312-603-5155.

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