

CHIEF APPRAISER

**An Appointed
Position**
Annual Salary
\$86,533—102,017
OPEN DECEMBER 15,
2014 THROUGH
JANUARY 16, 2015

QUALIFICATIONS

- Bachelor's Degree in Real Estate, Architecture, Engineering or a related field.
- Minnesota State Assessor's License at the Accredited Minnesota Assessor (AMA) certification level and Senior Accredited Minnesota Assessor (SAMA) certification within twelve months of hire.
- Valid Minnesota Drivers License
- Five (5) years of related experience in real estate appraisal and sales; construction and/or architecture; and Tax Court experience, including report writing, trial preparation and testifying is highly desirable.

**An equivalent combination of education, training and experience may be considered.*

DESIRED LEADERSHIP COMPETENCIES

- Approachability
- Conflict Management
- Developing Direct Reports and Others
- Managerial Courage
- Negotiating
- Presentation Skills
- Problem Solving
- Written Communication

THE OPPORTUNITY

Currently seeking a polished, engaging, and energetic candidate with demonstrated leadership skills in assessment administration as well as previous performance management experience with a commitment to excellence in a high-energy office. As the Chief Appraiser this individual will be responsible for the planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission. The Chief Appraiser leads and manages Principal Appraisers in the assessment and classification of the Central Business District (CBD) and complex neighborhood commercial properties to ensure fair and equitable assessment in compliance with all State Statutes for ad-valorem tax purposes. The Chief Appraiser is responsible for department-wide appraisal standards, processes, procedures and templates to ensure successful outcomes in tax court.

POSITION RESPONSIBILITIES

Establish, develop and maintain department-wide tax court schedule. Ensure section supervisors and their staff comply with tax court orders, litigation deadlines and timely recording and dispensing of settled and dismissed cases.

Lead the development and implementation of department-wide appraisal standards and templates. Oversee trial preparations leading up to tax court.

Responsible for the litigation of \$2.6 billion per year (five year average) in estimated market value of court petitions.

Write highly technical narrative appraisals and testify as an expert witness in Minnesota State Tax Court on large, complex or controversial valuation cases.

Responsible for developing trial strategies with the County Attorney's Office. Identify strengths and weaknesses in a petitioner's appraisal and testimony.

Manage professional service contracts and provide direction and oversight to contractors that perform real estate appraisal and consulting services for tax court related litigation.

Manage high volume tax petition scheduling orders, interrogatories and deadlines. Implement "best practices" strategies to ensure the tax appeal system can accommodate sudden and significant fluctuations in appeals with minimal financial impact on City and department resources.

Develop and outline the principal responsibilities, skills, and knowledge needed for each position in the work unit and the performance indicators that will be used to evaluate employee performance.

Direct, instruct, and advise employees on: current real estate appraisal data, the valuation of real property, new legislation affecting valuation and assessment administration, real estate tax law, assessment procedures and public relations problems.

Build and manage the workforce based on department goals, budget considerations, and staffing needs. Ensure that employees are appropriately recruited, selected, appraised, and rewarded. Take action to address performance problems. Manage a multi-sector work force and a variety of work situations.

Lead special projects. Annually create and publish the CBD Land Map used by city departments, developers, private appraisers, the Downtown Building Owners and Managers Association (BOMA) and the media.

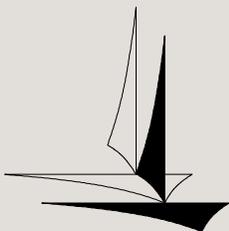
Respond to Mayor, City Council, City and non-City departments and neighborhood groups on requests for information, assistance and professional advice on real estate trends and property tax questions.

Work with other leadership team members to develop plans and goals for the department.



DESIRED QUALIFICATIONS

- Considerable technical knowledge to value and appraise all types of real estate using complex appraisal methodologies (Cost, Sales, Income Approaches and DCF).
- Knowledge of Minnesota Property Tax Laws and of the Minnesota Property Tax System, including state statutes on the valuation and classification of property.
- Previous experience testifying in Minnesota Tax Court.
- Strong oral and written communication skills; good planning and organizational skills; good computer skills.
- Ability to intervene and de-escalate difficult and emotionally charged interaction between staff and taxpayers, tax representatives and attorneys.
- Strong negotiation skills, combining diplomacy and persuasiveness with perseverance and results.
- Demonstrated managerial courage.
- Ability to communicate and deal tactfully and respectfully with a diverse population.



THE COMMUNITY

Minneapolis is the largest city in Minnesota and the heart of cultural and economic activity for the Upper Midwest. Minneapolis is recognized as an economically –vibrant, safe, green and livable city and is frequently ranked among the top cities in the country for finding a job, making a home, getting an education and enjoying an active lifestyle. Its breathtaking beauty, including its 22 lakes, 70 parks, 130 miles of bike paths, and the Mississippi River, helps rank Minneapolis among the best cities in which to live.

The Minneapolis-St. Paul metro area is the 16th largest in the country and home to more than 30 Fortune 1000 companies. The region is home to a thriving arts and cultural scene, including work-class art museums and theaters, a host of live music venues and concert halls, street festivals, farmers markets, art galleries and other entertainment destinations. Minneapolis-St. Paul is also home to four professional sports teams—the Minnesota Vikings, the Minnesota Twins, the Minnesota Timberwolves and the Minnesota Wild - and one of the largest shopping destinations in the world—the Mall of America.

COMPENSATION

This is an appointed position with a competitive compensation package. Salary is commensurate with past leadership experience. Excellent benefits package includes, but is not limited to: health and dental insurance, flexible spending accounts, disability insurance, employer assistance program, vacation, sick leave, pension plans and deferred compensation retirement savings.



ABOUT THE ASSESSOR'S OFFICE

Minneapolis is the largest city in the state of Minnesota. The city is comprised of 129,000 real estate parcels with a market value of \$36 billion dollars. The Minneapolis Assessor's Office serves the taxpayers of the City by valuing and classifying real estate property in an accurate, ethical, equitable and defensible manner as prescribed by state law. We communicate our policies, procedures, and information openly and honestly using the best available technology. We seek innovation and improvement and are good stewards of the public's resources. We treat everyone with respect, dignity and compassion. We empower our employees to improve themselves and the Assessor's Office through continued training and career development. We also provide information and analysis to internal and external partners such as Elected Officials, City Departments, Minneapolis Public Schools, Hennepin County Attorneys and Hennepin County Taxpayer Services, Minnesota Department of Revenue, taxpayers, neighborhood groups and the media.

TO BE CONSIDERED FOR THE CHIEF APPRAISER POSITION

Please email cover letter and resume by **January 16, 2015** to:

Joel.Lampe@minneapolismn.gov

The City of Minneapolis is an Affirmative Action/Equal Opportunity employer.