City of Minneapolis

MANAGER, ASSESSMENT SERVICES

An Appointed Position
Annual Salary $88,480 - 104,314
OPEN DECEMBER 15, 2014 THROUGH JANUARY 16, 2015

Qualifications

- Bachelor's Degree in Business Administration, Real Estate, Architecture, Engineering, Finance 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.
- Five (5) years of related experience that has included both assessing and technical support for a complex Assessment modeling system.

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

Desired Leadership Competencies

- Functional/Technical Skills
- Innovation Management
- Total Work Systems
- Command Skills
- Perseverance
- Interpersonal Savvy
- Managing Vision and Purpose
- Integrity and Trust

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 Manager of Assessment Services this individual will be responsible for the completion of the assessment in compliance with assessment standards and ad valorem property tax laws. The Manager will direct the development and operation of the Computer Assisted Mass Appraisal (CAMA) system and all Assessment technology for the Department including managing the establishment of valuation modeling solutions for all property types. This position involves developing policies, procedures, training, and manuals as wells as being responsible for preparing and managing the section budget and directing the research and development of short and long-term technology options. In addition, the Manager will provide leadership and direction for staff.

Position Responsibilities

Supervise and coordinate the development and implementation of new computer systems and programs; serve as liaison with IT department staff in developing and implementing new computer systems/applications by providing input/output requirements, department standards, etc.; develop and revise existing programs for end-user application; develop specifications for obtaining software and/or hardware for departmental application.

Manage and monitor the operations, projects and personnel of the Assessment Services section that includes work assignments, establishment of priorities, evaluation of work performance, staff development planning, approving payroll, hiring, selection and training of staff and disciplinary activities.

Supervise the execution of all State, County and City real estate assessment programs, including performance metrics and application of the Computer Assisted Mass Appraisal (CAMA) models for all Minneapolis real and personal property.

Coordinate classification and assessment functions to create abstracts and reports to assist local governments, school districts, City departments, Department of Revenue and general public with tax assessment information as needed.

Oversee and coordinate the data management function of the department, including security of the system, troubleshooting any software or hardware malfunctions, creating and maintaining systems manuals; develops and maintains procedure manuals.

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

Lead the City's response to the Department of Revenue's audits on Equalization, Sales Ratios, and Local Government Aid (LGA). Rapidly respond to Inter-Governmental Relations (IGR) on new tax legislation; interpret and analyze impact for the City Assessor and elected officials.

Build and manage a 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.

Train all new staff in CAMA theory and application with an emphasis on Minneapolis models and annual timelines and deadlines.

Supervise mobile tablet system integration in the department. Analyze user workflow and software architecture and recommend improvements to systems or equipment to increase productivity and efficiency.

Develop and recommend administrative policies; assist City Assessor in developing and implementing department goals and objectives; develop policies, procedures and manuals for the proper classification of real and personal property.

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.

Promote a diverse, culturally competent, and respectful workplace.

Desired Qualifications

- Expert knowledge of: Govern, SQL Server, Access, ESRI GIS, SPSS, Crystal Reports, APEX, Narrative1 and Microsoft Applications in addition to other off the shelf database software packages to develop reports, maps and analyze data for the State, County, and City departments
- Expert knowledge of Minnesota's property tax statutes. Can clarify, interpret, explain and elaborate on property tax laws and programs to ensure the department adherers to all legislative mandates and deadlines
- Extensive working knowledge of the Department of Revenue's Assessment Administration Manual and the Uniform Standard of Professional Appraisal Practice (USPAP) Standards to ensure the department is aware of, understands, and correctly employs those recognized methods and techniques necessary to produce a credible and defensible mass appraisal program and assessment.
- Ability to perform high-level statistical analysis that involves mathematical modeling, complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions.
- Ability to manage internal and external information requests from the legislature, media and elected officials, including those of a highly sensitive nature.
- Expert knowledge and understanding of Taxation, Assessment History, Laws and Procedures.
- Ability to communicate and deal tactfully and respectfully with a diverse population.
- Ability to lead teams, manage, supervise and motivate others.
- Strong oral and written communication skills; good planning and organizational skills; good computer skills.
- Proven managerial courage.

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 compromised 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 MANAGER, ASSESSMENT SERVICES 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.