

SNOHOMISH COUNTY JOB DESCRIPTION
SYSTEMS DIVISION SUPERVISOR - ASSESSOR

Spec No. 1018

BASIC FUNCTION

The primary duties of this position are in support of the county Assessor's functions. Responsibilities include supervising the Assessment Systems Division of the Assessor's Office and managing the Assessor's Property Systems, whose primary components are the Assessment Management System, and the Computer Assisted Mass Appraisal (CAMA) system.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides leadership for department as a member of the leadership team.
2. Manages the Assessor's Property Systems, including installations, upgrades, enhancements, conversions, testing, documentation, contractual compliance and statutory compliance; oversees system security; supervises the integration and implementation of other systems.
3. Provides Property Systems technical assistance and training to staff, including writing and publication of training procedures, policies and process manuals. Training duties include one-on-one assistance to staff and classroom training for groups.
4. Consults with leadership team and staff to analyze work flow procedures to determine system needs; develops specifications, implements, tests, documents and maintains applications, coordinates with Property Systems software vendors, and DIS when necessary.
5. Participates with system vendors in product enhancement development and beta testing.
6. Plans, organizes, coordinates, and oversees the integration and implementation of the appraisal and customer service applications of the Property Systems.
7. Procures software and hardware for department; develops bid specifications, prepares and negotiates contract and install equipment, coordinating with DIS and Purchasing as necessary.
8. Participates in planning for automation and technical operations, procedures and standards of the department; ensures plans are implemented.
9. Supports all office automation tools including vendor supplied analytical and performance review software.
10. Reviews proposed and approved legislation to determine impact on department; develops and implements appropriate system changes.
11. Coordinates inter-departmental activities related to computer systems and data processing.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

12. Coordinates processing, printing and mailing of Value Change Notices, including developing bid specifications for outside printing vendor, overseeing activities of vendor and ensuring timely delivery of notices.
13. Coordinates assessment year-end roll close; prepares, distributes, and monitors calendar of events; performs roll close system processes; prepares county real property ratio.
14. Prepares recommended assessment system-related budget components for both the division and office; new or replacement hardware, new or upgraded or replacement software, licensing fees, associated education, training and travel expenses.
15. Designs and implements processes to measure and increase productivity of Assessor's Office staff via database queries and spreadsheet applications.
16. Coordinates the design and writing of annual mass appraisal reports and other system-derived appraisal-related documentation; depreciation tables, house type factors, base cost tables, etc.
17. Serves as contact for other departments, outside agencies and individuals seeking assessment data and electronic copies of assessment files.
18. Supervises the activities of the CAMA support division; including building permit maintenance, sketching structure footprints from blueprints, indexing of digital photos, check-in and check-out of CAMA records, the creation of new plats and situs address maintenance.
19. Supervises the activities of the Property Assessment Program Analyst and the CAMA Technicians.
20. Plans and reviews the work of subordinate employees; makes hiring, transfer and termination recommendations and disciplines when required.
21. Ensures the safety and security of subordinate employees and operations while at work.

STATEMENT OF OTHER JOB DUTIES

22. Serves as the systems (network) administrator.
23. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in data processing or closely related field; AND, three (3) years of data processing and/or PC hardware and software support experience; OR, any equivalent combination of training and/or experience that provide the required knowledge. Experience with property tax assessment and CAMA system databases and past supervisory experience is preferred. OR, any combination of training and/or experience that provides the required knowledge and abilities.

SPECIAL REQUIREMENTS

Must be able to complete IAAO (International Association of Assessing Officers) Course 101: Fundamentals of Real Property Appraisal or equivalent within one year of employment.

Must be able to complete or successfully challenge the Washington State Department of Revenue Fundamentals of the Assessor's Office course or approved equivalent within two years of hire date.

Periodic completion of assigned in service training may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- mass appraisal practices and procedures;
- assessment administration practices and procedures;
- State of Washington statutory requirements of the Assessor's office;
- principles of project management;
- personal computer processing, including database query and design supervisory responsibilities and duties
- Federal and State employment laws, county codes and union contract language

Ability to:

- Effectively supervise the work of others
- communicate effectively both orally and in writing;
- coordinate large scale projects and see them through to completion;
- write custom queries and produce custom reports
- conduct testing of updates to and/or new assessment administration and CAMA software;
- analyze and solve technical and administrative problems associated with work;
- recommend enhancements or changes to software and hardware
- work independently with minimum supervision;
- meet deadlines and cope with interruptions;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- quickly learn and become proficient with the CAMA and Assessment Administration systems;
- establish and maintain effective working relationships with superiors, associates and the general public.

SUPERVISION

The employee receives supervision from the Residential Appraisal Manager and direction from the Chief Deputy and Assessor as necessary.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 1995 as CAMA Manager

Revised and Retitled: July 2002 as Assessment Systems Manager

Revised and Retitled: June 2004, January 2006, July 2015 as Assessment Systems Division Supervisor

EEO Category: 2 – Professionals

Pay Grade: 243 – Classified Pay Plan