



## Job Description

<b>Job Title:</b> Manager, Centrally Valued Property	<b>Job Code:</b> AUN05947	<b>Reports To:</b> Deputy Administrator, Tax Policy
<b>Job Code Descr:</b> Program Administrator 2		<b>Position Number/s:</b> SRV000000537
<b>Division/s:</b> Taxpayer Services	<b>Department Name/s:</b> Property Tax Admin Unit 2	<b>Law Enforcement:</b> No
<b>Pay Schedule/Grade:</b> AREG 24	<b>FLSA Status:</b> Exempt	<b>EEO Class:</b> First/mid-level officials and managers
<b>Prepared By:</b> J Christopherson / C Pittman	<b>Approved By:</b> J Brown	<b>Last Update:</b> 9/30/2024

### Position Summary:

The Manager, Centrally Valued Property (CVP) Appraisal Team is responsible for the management and supervisory functions of the Team as well as performing the most difficult appraisal work for which the team is responsible. The CVP Appraisal Team values electric generation, transmission, distribution, renewable energy properties, mines, railroads, pipelines, telecommunications, and airline flight properties among others; utilizing appraisal methods and techniques that comply with Arizona Revised Statutes, standard appraisal methods and techniques, and guidelines and rules of the Arizona Department of Revenue.

The Manager serves as the subject matter expert for CVP properties, and also may be called upon as an expert witness to formally represent properties and valuations on behalf of the Department and the State. Additionally, this role is involved in the interview and selection process associated with acquiring outside professional services, represents the Department in meetings with the County Assessors as indicated, and reviews, discusses, and defends values in informal taxpayer conferences, as well as defending values before both judicial and administrative bodies, as assigned.

### Supervision:

This position has 3 to 5 non-supervisory direct reports.

<b>Essential Functions:</b>	<b>% of Time</b>	<b>Essential/ Non-essential</b>
<u>Supervisory</u> Carries out supervisory responsibilities in accordance with ADOR's core values, agency policies, applicable standard work, and applicable laws. Responsibilities include: <ul style="list-style-type: none"> <li>Actively participating in the interviewing and hiring processes and ensuring successful functional onboarding of new employees</li> <li>Planning, assigning, coordinating and overseeing daily work of direct reports in alignment with strategic, operational, and tactical priorities of the organization</li> <li>Conducts regular one-on-one meetings providing constructive, balanced, regular performance feedback, coaching and mentoring</li> <li>Setting reasonable stretch performance goals and conducting mid-year and annual performance appraisals</li> <li>Recognizing and rewarding performance excellence, culture championship, and continuous improvement efforts</li> <li>Communicating and enforcing agency policies and programs</li> </ul>	20%	E 1, 2, 3, 5



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<ul style="list-style-type: none"> <li>Applying corrective action, addressing complaints and resolving problems in a timely fashion, involving and collaborating with leadership and Human Resources as appropriate</li> </ul>		
<p><u>Valuations</u> (<i>Carries out the following duties personally and through subordinate staff</i>) Ensures the performance of equitable valuations and allocation of all property of electric generation facilities using appraisal methods and techniques in compliance with the Arizona Revised Statutes, Division manuals and guidelines and rules of the Department by carrying out the following duties:</p> <ul style="list-style-type: none"> <li>Researching financial data by reviewing taxpayer reports and gathering other information necessary to value electric generation facilities to include:             <ul style="list-style-type: none"> <li>Renewable energy resource equipment</li> <li>Electric transmission and distribution</li> <li>Gas distribution, combination gas, and electric transmission and distribution</li> <li>Transmission and distribution cooperative property</li> </ul> </li> <li>Researching and analyzing the market value of electric generation facility to include research on sales and depreciation of electric generation facilities</li> <li>Preparing property valuations and appraisal reports for presentation to the taxpayers, State Board of Equalization, and tax court in defense of values determined</li> <li>Preparing annual Summary of Values reports for centrally valued properties</li> <li>Reviewing proposed legislation</li> <li>Assisting with drafting legislation</li> </ul>	30%	E 1, 2, 3, 4, 5
<p><u>Representing Valuations</u></p> <ul style="list-style-type: none"> <li>Represents the Department and the State in professional settings pertaining to ad valorem valuation of centrally valued properties.</li> <li>Attends, presents and defends valuations at taxpayer conferences, State Board of Equalization hearings and in tax court</li> <li>May include in-state and out-of state travel</li> </ul>	20%	E 1, 2, 3, 5
<p><u>Agency/Department Compliance &amp; Continuous Improvement</u></p> <ul style="list-style-type: none"> <li>Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as: self-directed research, conferring with other practitioners and technical experts; subscriptions to regulatory/legal/industry newsletters and briefs; membership industry associations and attendance at meetings/events; and or participation in training and others continuing education opportunities.</li> <li>Consults with District leadership, attorneys, and staff concerning reviews of centrally valued taxpayers to ensure compliance with reporting requirements</li> <li>Actively contributes to team and individual effectiveness through the following: -             <ul style="list-style-type: none"> <li>Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated</li> <li>Completes all required training in a timely manner.</li> <li>Participates in assigned work teams as appropriate.</li> <li>May complete periodic metrics, projects, huddle boards and reports as requested.</li> <li>Prepares for and actively participates in 1:1 coaching with supervisor</li> </ul> </li> </ul>	20%	E 3, 5



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<ul style="list-style-type: none"> <li>● Contributes to building the centralized value property unit’s knowledge base through:             <ul style="list-style-type: none"> <li>○ Contributing subject-matter expertise in response to special requests</li> <li>○ Participating in the development of manuals, guidelines, procedures and regulations.</li> <li>○ Providing support and training to other staff members when needed.</li> <li>○ Maintaining the Access database and providing user-assistance</li> </ul> </li> <li>● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS); and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned.</li> </ul>		
<p><b>Projects Engagement</b></p> <ul style="list-style-type: none"> <li>● Engages as project business lead and/or SME as applicable, to ensure the successful execution of all mandated and non mandated projects.</li> <li>● Conducts research for special projects and compliance reviews, remotely and onsite, requiring in-state travel.</li> </ul>	5%	E 2,5
Other duties as assigned	5%	NE

### Requirements

#### *Education & Experience*

- Any combination that meets the knowledge, skills and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as Bachelor’s Degree (e.g., B.A.), training, coursework, and work experience relevant to the assignment.
- Minimum of three years of experience valuing centrally assessed property, or
- Minimum of five years’ previous experience in complex commercial and/or industry property appraisal

#### *Licenses & Certifications*

- Successful completion of the DOR intermediate appraisal certification program or ability to successfully complete the program within three years after the hire date
- Valid, unrestricted Arizona driver's license

#### *Knowledge/Understanding*

- Knowledge of federal laws, the Arizona Constitution, Arizona Revised Statutes, Administrative rules and tax court cases pertaining to property tax
- Knowledge of accepted ad valorem appraisal principles techniques and practices
- Knowledge of principles accounting, financial theory, and standard appraisal methods of property valuation
- Knowledge of management principles and administrative procedures within Unit and Division

#### *Skills*

- Strong verbal, written, and listening communication skills
- Strong mathematical skills to include addition, subtraction, multiplication, division, average, percentage, simple and compound interest, gross yield, capitalization rates, and depreciated costs
- Excellent interpersonal skills and demeanor
- Effective organization and time management skills with the ability to manage multiple projects simultaneously and work in high-pressure situations



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- Effective project management skills with the ability to lead, direct the work of teams without formal supervisory authority
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Access, Word and Excel, PowerPoint; and in the use of Google Suite applications such as Gmail, Sheets, Docs, and Drive.

### *Abilities*

- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety
- Ability to make decisions, utilizing sound judgment
- Ability to interpret statutes, rules and regulations pertaining to property valuation
- Ability to apply accounting, finance, and appraisal methods and techniques to complex properties
- Ability to work with a high degree of autonomy and also participate collaboratively as part of a team
- Ability to build, motivate, engage, develop/grow, and retain a high performing team
- Ability to develop own knowledge to become a subject-matter-expert in the area of CVP, and train staff on the valuation and appeals processes
- Ability to work in a confidential manner, ensuring information is shared with internal and external individuals in an appropriate manner
- Ability to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Ability to travel up to 10% of the time within and/or outside the state of AZ
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

### *Additional Job Demands*

- In the course of performing the essential duties one must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- No substantial exposure to adverse environmental conditions (such as in typical office or administrative work.)

### **Selective Preferences**

- Bachelor's Degree in Accounting, Finance, or related field
- ADOR appraisal certification or equivalent
- Certification in Unitary Valuation