

Date Posted: 5/16/16
Department: Assessor
Job Title: Chief Data Analyst/Systems Administrator
Location: Kiowa
Salary: \$5,416.67 - \$6,041.67/month
Applications accepted until: 5/31/16

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:
Elbert County Government
215 Comanche St., PO Box 7, Kiowa, Colorado 80117
Or email: dianna.hiatt@elbertcounty-co.gov
For more information, please call (303) 621-3150



Chief Data Analyst/Systems Administrator

Department: Assessor
Approved: May 2016

Salary: \$65,000-\$72,500 annual
FLSA: Exempt

SUMMARY DESCRIPTION

The Chief Data Analyst/Systems Administrator performs highly responsible professional and administrative duties planning, directing, managing and overseeing the activities, staff, projects and operations of the Assessor's Office.

SUMMARY OF JOB RESPONSIBILITIES

Coordinates and oversees the work of all employees in the appraisal division; performs statistical analysis including multiple regression analysis, ratio studies and data auditing; analyzes and audits sales files to comply with state standards with regard to median sales ratios, coefficient of dispersion and price related differentials; establishes criteria for property valuations including trends utilizing computer software; assists in preparing abstract of assessment to taxing entities and the State Division of Property Taxation; assists in preparing the final certification to the County Treasurer; assists in developing the County Tax Warrant; works with appraisers to defend appraisals before appropriate Boards and assures the accuracy of appraisal and compliance with USPAP; conducts such studies as may be requested by the State Division of Property Taxation as detailed under essential duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs difficult and complex statistical analyses and SPSS programming work; coordinates and supervises data gathering requirements and characteristics of properties and inspections conducted by the appraisal staff; conducts independent research to establish contributory value of the individual elements of commercial and residential real estate
- Provides technical support, training and guidance to management and staff on the use of computer programs within the Assessor's Office utilizing software vendor applications
- Coordinates and supervises data gathering requirements and characteristics of properties and inspections conducted by the appraisal staff; conducts independent research to establish contributory value of the individual elements of commercial and residential real estate

- Responsible for establishing valuation criteria for all properties in the County using statistical software and complex economic relationships; prepares appraisal reports based upon sound judgement and accepted appraisal techniques
- Performs analysis and ratio studies for all properties to insure compliance with established state requirements; supervises audit plan and acts as liaison with the State Auditor
- Responsible for assisting with the preparation and accuracy of assessment abstracts, certifications and audit reports
- Determines the productivity and value of agricultural land
- Coordinates analysis with management and IT to determine system design requirements for software applications; controls the preparation and utility of computer programs used by the Assessor's Office
- Coordinates use of the Computer Assisted Mass Appraisal (CAMA) system and directs development of application software with IT for all assessments

Other important duties and responsibilities

- Works with the Assessor developing, monitoring and implementing the department budget; approves the forecast of funds needed for staffing, equipment, facilities, materials and supplies
- Works with the Assessor to establish, within County policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; implements changes
- As requested by the Assessor, represents the Assessor's Office to the general public, coordinates/facilitates appraisal activities
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Attends meetings and makes presentations to the Board of County Commissioners; attends meetings and provides staff support to County appointed boards, commissions and authorities as needed
- Provides data, analysis and testimony to the County Attorney as requested for Board of Equalization and Board of Assessment appeals hearings
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the appraisal field
- Performs other duties as assigned

EDUCATION AND EXPERIENCE LEVEL

Bachelor's degree with a minimum three years of experience as a data analyst/programmer/database administrator or any equivalent combination of education and experience

Preferences:

- Colorado Ad Valorem Appraiser license
- Strong organizational leadership abilities
- Excellent communicator who knows how to set and accomplish goals and priorities
- Must work well with people in a variety of settings
- Must possess valid Colorado driver's license; class A preferred

Knowledge of:

- Comprehensive knowledge of Colorado Statutes as they relate to property taxation and the guidelines, regulations and requirements of the Colorado Department of Property Taxation
- Basic knowledge of local government
- Basic knowledge of office procedures and equipment

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff
- Select, supervise, train and evaluate staff
- Delegate authority and responsibility
- Identify and respond to community issues, concerns and needs
- Develop and administer goals, objectives and procedures
- Understand information technology systems
- Communicate clearly and concisely, both orally and in writing
- Perform and review complex mathematical and statistical calculations
- Prepare detailed records, reports and correspondence
- Effective oral and written communication skills
- Establish and maintain effective working relationships with those contacted in the course of work including the public and public officials
- Follow all safety rules and regulations of the department and employee handbook
- Maintain effective audio-visual perception needed for making observations, reading and writing, operating assigned equipment, communicating with others
- Maintain mental capacity which permits making sound decisions and using good judgment; demonstrating intellectual capabilities

WORKING CONDITIONS

Environmental Conditions - Office/field environment; may work in inclement weather conditions.

Physical Conditions - Essential and marginal functions require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time and operating motorized vehicles.

Physical Requirements for Position

Grade Scale: At All Times/ Frequently/ Occasionally/ Never

Driving:	Occasionally
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally

Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently

Position requires sitting for extended periods of time

Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum