

## Job Description

**Job Title:** Commercial Real Estate Special Project Analyst **Job Code:** 904170 **Job Family:** Appraiser

**Pay Grade:** JC.18.18

**FLSA:** Exempt

**EEO:** Professional

**Department/Agency:** APR

**Position Number(s):** Multiple

**Recommended Position Title(s):** Commercial Real Estate Special Use Analyst

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Completes and interprets the Depreciation Study; analyzes sales to determine percent of annual depreciation and "bottom out" percentages for all property types in the County; completes charts and other documentation to provide a credible study; gives annual presentations to the staff related to the Depreciation Study and depreciation within various property groups.
- Reviews and verifies land sales, identifies trends in county land markets, gives assistance in updating County land maps, and oversees land value changes within the County; consults with Commercial and BOTA Appraisers regarding land values; completes annual Land Study report and makes annual presentation to the staff summarizing report and land value within the County.
- Provides direction to the valuation of property types within the County; researches sales, rents, vacancy, and expenses to provide ranges for various property types based upon investment grade, age, size, condition, and other valuation considerations; provides consultation in property valuation both for BOTA hearings and for annual revaluation, reviews "outside" or third party appraisal reports and provides points of concern related to these appraisals to in-house counsel, formulates, reconciles, and applies market value estimates in written reports in compliance with USPAP Standards 1,2,3 and/or 6.
- Develops economic studies for commercial real estate, provides support for other County reports such as the annual Market Summaries; reviews outside publications and reports on market conditions and/or provides economic or industry overviews; works closely with the Manager of Commercial Real Estate Valuation on issues including new and unique projects that require detailed analysis and valuation conclusions; provides documentation to property owners or their representatives.
- Completes valuation of unique properties within the County.

# Job Description

## **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

## **Minimum Job Requirements:**

Bachelor's degree in any subject; five years of appraisal experience consisting of at least two years' experience in commercial real estate valuation and at least two years' experience in commercial valuation research or consisting of at least four years' experience in commercial valuation (mass or fee experience) in major commercial property types. Must have one of the following: Appraisal Institute designation, Certified General Real Property Appraiser, Registered Mass Appraiser (RMA) or a professional designation from a sponsor of The Appraisal Foundation (TAF), along with 60 hours of Income Approach to value. Must be capable of maneuvering and reviewing a construction site, able to lift 25 lbs., maintain a valid driver's license with an acceptable driving record, and be an experienced user of Microsoft Office application, Pictometry (PICS), Automated Information Mapping System (AIMS), ORION or equivalent applications are also required.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

## **Preferred Job Requirements:**

Bachelor's or Master's degrees in Economics, Mathematics, or Statistics and 90 hours of Income Approach to value.

## **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

## **Physical, Environmental, and Special Working Conditions:**

All County employees may be called upon to assist other departments in a declared emergency situation.