

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Assessment Office
Classified, GRADE 12
FLSA exempt position

APPRAISAL SYSTEMS ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Maintains County's property assessment and appraisal systems including planning, software troubleshooting, integration, updates, and configurations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for highly specialized technical implementation and management of the County's computerized appraisal systems. Proactively evaluates systems operations to eliminate potential problems to maximize reliability and efficiency. The position works independently, reporting major activities and progress to the Assessment Supervisor.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

- Manage critical appraisal system operations and applications;
- Oversee training of new employees on computer systems and applications;
- Program and maintain tables in the property assessment software;
- Supervise assigned staff;
- Develop and generate reports to respond to internal and external requests;
- Identify and Interface with system vendors on software capabilities and enhancements;
- Provide complex problem resolution for software problems
- Serve as subject matter expert and lead for systems-related functions, projects, and discussions;
- Establish reporting mechanisms to measure performance level for software;
- Develop appraisal program equipment and software procurement proposals;
- Recommend procedural changes regarding system operations;

Perform root cause analysis and resolution for all system problems;
Develop and implement disaster recovery procedures;
Interface with information technology staff;
Provide mentoring to other team members as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge about computerized property assessing programs; considerable knowledge of various software used by County; ability to develop new and alternative solutions to manage information system needs; ability to use office equipment to include phones, personal computer, copy machine, etc.; ability to type 25 words per minute; ability to analyze statistics to build reports; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of a standard high school course or G.E.D. with extensive computer application training; five years of computer experience and a working knowledge of computerized property assessing systems; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
Rev. 07/01/15