

Title: Appraisal Systems Administrator
Department: Finance
Division/Office: Assessment section



Grade 2120; FLSA Exempt position; Category: Classified; Job Code: ASAD; Rev.:07/01/2021

General Description

The purpose of this position is to maintain the County's property assessment and appraisal systems including planning, software troubleshooting, integration, updates, and configurations. This position works independently, under limited supervision, reporting major activities through regular meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Interfaces with information technology staff.
- Manages critical appraisal system operations and applications.
- Programs and maintains tables in the property assessment software.
- Develops and generates reports to respond to internal and external requests.
- Identifies and interfaces with system vendors on software capabilities and enhancements.
- Provides complex problem resolution for software problems.
- Serves as subject matter expert and lead for systems-related functions, projects, and discussions.
- Supervises training of new employees on computer systems and applications.
- Performs root cause analysis and resolution for all system problems.
- Recommends procedural changes regarding system operations.
- Establishes reporting mechanisms to measure performance level for software.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training in computer applications equivalent to completion of one (1) year of college supplemented by four (4) years of computer systems experience and a working knowledge of computerized property assessing systems or an equivalent combination of education, training and experience.

Additional Requirements:

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.

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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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.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Possession and retention of an Assessor License issued by State of Delaware.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement