

**COUNTY OF LEELANAU
JOB DESCRIPTION**

EQUALIZATION DIRECTOR

SUPERVISED BY: County Administrator
SUPERVISES: Equalization Department Employees
FLSA: Exempt

General Summary:

Primary function of this position is to assume responsibility for all activities, functions, and policies related to the Equalization Department, including the department's budget and staff. This position provides strategic direction for the Equalization Department under the general guidance of the County Administrator and is consistent with the County's overall mission and policies.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours; also may be required to work on-call in an emergency. This position may require travel by the employee in the employee's personal vehicle.

Primary Duties and Responsibilities (may include but are not limited to the following):

- Supervises all staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.
- Directs, manages, administers, monitors, and oversees all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County.
- Participates in the work of subordinate employees as necessary. Ensures the smooth, harmonious, and successful operations of the department.
- Serves as the primary technical advisor to the County Administrator and County Board of Commissioners regarding the department's function. Makes presentations to County leadership.
- Serves as the liaison between the department and the County Board, commissions, committees, local units, and the public.
- Provides leadership and vision to the County Administrator and Board of Commissioners regarding the individual's specialized area of expertise.

- Develops strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
- Prepares the annual budget for the department; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Performs other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.
- Directs and manages community or public relations activities, representing the department to the public.
- Oversees the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
- Manages contracts with vendors and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.
- Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the general public, and/or outside agencies.
- Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies in order to establish and maintain optimal department operations and appropriate services to constituents and customers.
- Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
- Participates in/on a variety of meetings, committees, Boards, Councils, and/or other related groups. Leads departmental staff meetings.

Education, Formal Training, and Experience (minimum requirements):

- A Bachelor's degree, or equivalent, in property appraisal, business administration or related field.

- Four to six years of directly related, progressively responsible experience, including at least two years of supervisory or managerial experience.
- Michigan Master Assessing Officer (MMAO) (Level IV) certification and Personal Property Examiner is required.

Knowledge, Skills, Abilities, Competencies(minimum requirements):

- Advanced proficiency in English grammar, spelling, and punctuation.
- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the department.
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department.
- Knowledge of governmental accounting, budgeting, financial management, and procurement.
- Thorough knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions.
- Understanding of the County's culture, mission, and organizational dynamics.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal.
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.
- Skill in crisis management, including the management of critical incidents.
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully.
- Ability to lead with vision and demonstrate strong leadership qualities.
- Ability to take initiative and drive organizational excellence.
- Ability to develop and implement managerial policies and prioritize the needs of the department.

- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities.
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment to solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Ability to use County resources effectively and efficiently.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee regularly works in a business office setting. The employee is occasionally exposed to outside weather conditions.