



COLUMBIA COUNTY, OREGON

JOB TITLE: COUNTY ASSESSOR

DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	Elected Official
DEPARTMENT:	County Assessor	JOB CODE:	701
SUPERVISOR:	N/A	SALARY RANGE:	Elected Official
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Responsible for professional performance and administration of the County Assessor’s Office including the duties assigned by law to the County Assessor for Columbia County. Responsible for planning, organizing, and directing the activities of the department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure compliance and to protect the public’s health and safety. Plan, organize, and direct all departmental activities, including those with other governmental agencies and private organizations. Work directly with a wide range of community groups, public and private sector officials, county employees, individual citizens, and as part of the county management team.

Promote excellence, dependable performance, responsible customer service, pride, initiative, commitment, cooperation, safety, and a team approach throughout the department. Evaluate and define departmental programs and policies along with the development of budget proposals in accordance with the vision of the county as articulated by the Board of County Commissioners. Supervise a staff of professional, technical, and office support and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Direct the activities of the department, including GIS, as prescribed by Oregon Revised Statutes.

Assign and supervise all phases of the county appraisal program, including direction and supervision of office, research, and field appraisal activities; coordinate field and office functions.

Supervise the establishment and maintenance of records showing ownerships of land as pertinent to assessment of taxes.

Prepare necessary reports, including an assessment roll to be presented to the tax collector.

Record and check legality of district budget resolutions; compute millage for each district.

Supervise the listing and valuation of all real properties exempt from taxation; determine tax exemption status.

Answer inquiries of the public which involve an extensive knowledge of the department and a high degree of decision making.

Maintain necessary records pertinent to all property assessments.

Maintain necessary requirements to be a County Assessor which is required by the State of Oregon and the county.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.



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Formulate and present departmental budget for review by the Board of County Commissioners. Monitor and manage fiscal operations of the department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Directly supervise departmental employees.

- Ensure department plans and goals are effectively communicated throughout the department so that individual work plans maintain progress toward department goals.
- Fulfill role as appointing authority for department to ensure the hire of qualified candidates.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal, and informal evaluations of departmental employees.
- Provide training opportunities for departmental staff.
- Diagnose organizational needs, designing approaches, and facilitating interventions to optimize departmental communication, cooperation, teamwork, participation, and results.
- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with responsibility directly to the electorate. Departmental programs are monitored by Oregon Department of Revenue for compliance with Oregon Revised Statutes.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Elected position.

DESIRABLE QUALIFICATIONS: Should have previous experience in a County Assessor's department. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess the requirements of the position of the County Assessor as set forth in ORS 204.016. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of the state and local laws and regulations governing the activities of the County Assessor's office; working knowledge of the principles of taxation and of the tax structure of the county; some knowledge of the principles and practices of appraisal



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activities. Extensive knowledge of management principles and practices of human and financial resource management.

Skill in the use of appraisal and GIS software programs. Working knowledge Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Formulate decisions and give advice in matters of assessment and taxation on departmental policies and appraisals.

SPECIAL NECESSARY QUALIFICATIONS: Elected position.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc., and driving or sitting in a vehicle for long periods of time during inspections.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose the position to various weather conditions and terrains. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to



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perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*