

*Powhatan County,*  
*Virginia*

invites your interest in the position of

**CHIEF ASSESSOR**



*Powhatan County*



John H. Bowman '09

# Chief Assessor Position

Powhatan County is excited about the creation of our new Real Estate Assessment office and the recruitment of the new Chief Assessor position. The County has a vibrant tax base, currently the 34 largest of the Commonwealth's 95 counties. The County of Powhatan was originally settled by French Huguenots in the early 1700s and was created by the Virginia General Assembly in 1777. The County consists of approximately 260 square miles and has a population of 28,046 (per the 2010 U.S. Census). The County is in Virginia's Central Piedmont region between the Appomattox and James Rivers.

While maintaining a charming rural atmosphere, Powhatan County's central location provides residents with access to major cultural, recreational, educational, and medical centers. Powhatan is 20 miles west of Richmond, the Commonwealth's capitol city, and is within an easy 2-hour drive from the Atlantic Ocean, Washington, D.C., Colonial Williamsburg, and the Blue Ridge Mountains.

Powhatan offers businesses all the benefits and conveniences of, but a welcomed respite from, metropolitan areas. As one of the fastest growing counties in the Commonwealth, Powhatan strives to maintain rural charm, while smartly planning for a balance of business and residential growth. Among the greatest attractions for both businesses and residents are the easy access to an excellent transportation network, outstanding schools, no gross receipts tax and an extraordinary quality of life.

The County is governed by a five-member Board of Supervisors. The supervisors are elected by district and serve four-year concurrent terms. The current Board is serving the 2020-2023 term and took seat January 1, 2020. A special appointment for a vacant District 2 seat occurred in April 2021 and a special election will be held on November 2, 2021 to fill the seat for the remainder of the term.



Powhatan County's annual budget is \$100.1M. This includes \$50.4M appropriated to Powhatan Public Schools. The budget is balanced without the use of one-time revenue sources. The County has a strong, resilient economy and has seen steady revenue growth in the past five budget cycles. With only 189 Full-Time Equivalents (FTEs), the County operates very efficiently.

The top industries in Powhatan are construction; professional, scientific, and technical services; finance and insurance; health care and social assistance; and administrative and support. Historically, residential assessments have represented 92% of the County's total assessment base.

# ABOUT THE DEPARTMENT

This is a newly created department created by the Board of Supervisors in the FY22 budget. Previously, the assessments were completed by an outside professional assessor every two years. This unique opportunity allows the new Chief Assessor to hire and develop the Assessment team while creating departmental and operational strategies from the ground up.



## POSITION PROFILE

This position provides an opportunity to join a vibrant team of local government professionals in a community with an excellent quality of life. Powhatan County is the Richmond region's best kept secret for work-life balance while being a short drive from the capital city's amenities. Powhatan County was named one of Richmond's Top Workplaces for 2020.

The Chief Assessor will direct the day-to-day operation of the Real Estate Assessment Department and will report to the County Administrator. The assessor will perform complex professional and administrative work in planning, organizing, evaluating and directing the appraisal, assessment and annual reassessment of real property in the County and proper maintenance of accompanying records. This position will also be responsible for the determination of fair market value and equalization of assessable real estate taxable and non-taxable; administer programs related to real property taxation, including Land Use; provide professional leadership and management of personnel; ensure compliance with all laws, rules, regulations, associated with real property taxation; represent the Assessor's Office before the Board of Supervisors, Board of Equalization, property owners, and Courts.

## IDEAL CANDIDATE

Powhatan County desires to hire a skilled, experienced, visionary leader, who is a confident communicator who can engage and inspire others to achieve the department's goals of providing accurate and defensible assessments. The Chief Assessor shall be a well-regarded, resourceful, results-oriented and highly qualified change leader, who is an expert at building relationships, is experienced in the local government assessment process with a proven record of cultivating strong business relationships and meeting or exceeding organizational goals and objectives. This diplomatic and expert problem solver can work collaboratively and is proficient at communicating technical information in plain language to a diverse audience including citizens, staff, peers, and other constituencies. Furthermore, the desired candidate can exercise discretion and confidentiality when dealing with critical matters, following high ethical standards, unwavering integrity, and strong advocacy for fair, consistent, and equal treatment of all taxpayers, employees, citizens, and business associates. This visionary leader can model and foster an outstanding work culture that engages and encourages people to do and be their best.

## SPECIAL REQUIREMENTS

Candidates should enjoy the challenges of starting a new Assessment Office and the transition to a new CAMA system as part of the Keystone ERP installation in Powhatan. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, economics or related field and extensive experience in the management of real estate assessment operations. Preferred Candidates would have ten (10) years of real estate assessment work experience for a Virginia locality, or equivalent, preferably including some supervisory capacity and a minimum of seven (7) courses from the International Association of Assessing Officers (IAAO), or approved equivalent. Additionally, a fifteen (15) hour course approved by the Appraisal Foundation in the Uniform Standards of Professional Appraisal Practice (USPAP) is preferred. Possession of a designation as an assessor from a recognized organization such as the International Association of Assessing Officials (IAAO), or the Appraisal Institute; (examples include, Certified Assessment Evaluator (CAE) or Assessment Administration Specialist (AAS) is preferred. Also preferred is the ability to be certified by the Tax Commissioner to perform annual reassessments in accordance with the Code of Virginia, Sec. 58.1-3253. Proficiency in modern CAMA, GIS, Microsoft Office and Database software systems required.

## COMPENSATION & BENEFITS

Powhatan County offers a competitive salary commensurate with qualifications and experience. The County has a generous benefits package, including participation in the Virginia Retirement System, health/dental/vision insurance, and professional development support.

## APPLICATION PROCESS

The Chief Assessor position is open until filled. Please apply online at the following address: [www.governmentjobs.com/careers/powhatanva](http://www.governmentjobs.com/careers/powhatanva). Powhatan County is an Equal Opportunity Employer.

