HOOD RIVER COUNTY

A Small County with a big mission:
Providing Quality of Life for all.

FLSA Status: Salary (Exempt)
Union: NA
Work Comp Code: Muni Emp NOC - 9410
EEO: 1-Financial Administration
Salary Range: 11I
Last Update: August 2022

JOB TITLE	Assessment, Records & Elections Director

Job Summary

Plans directs and supervises the activities and staff of the Records and Assessment Department. Performs responsibilities as the County Assessor and Clerk.

Essential Duties

- Supervises department employees including conducting performance reviews, making hiring, disciplinary and termination decisions, administering training activities and developing and approving schedules.
- Manages the appraisal and valuation of all property in the County and ensures compliance with regulations and appropriate practices; analyzes data; and conducts hearings.
- Manages and conducts federal state and local elections and voter registration processes; determines resources and security; designs ballots and materials; selects and monitors vendors; and ensures compliance with regulations and appropriate practices.
- Complies, calculates and certifies the County's tax roll.
- Manages the administration of the recording, filing and retention of required records including marriage licenses.
- Resolves and responds to questions related to areas supervised.
- Establishes, implements, and develops department procedures, priorities, goals and objectives.
- Administers department budget by managing department expenditures, maintaining records, preparing reports and department budgets.
- Performs other duties as assigned.

Knowledge and Skills

- Knowledge of property appraisal and assessment methods and techniques.
- Knowledge of elections systems and processes.
- Knowledge of records management systems and processes.
- Knowledge of supervisory methods and principles.
- Knowledge of budget administration.
- Knowledge of federal, state, and local codes and ordinances.
- Ability to instruct, train and supervise department staff.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

Minimum Qualifications

- Bachelor's degree in business administration, public administration or related field.
- 12 years of progressively responsible experience in public appraisal, records management or related field including supervisory experience.
- Valid Oregon Driver's license and an Oregon Property Appraiser Registration.
- Or an equivalent combination of directly related education and experience.

Supervision Received and Exercised

- Supervision Received: County Administrator
- Supervision Exercised: Department staff

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor, office environment and travels to other County offices. Employees are frequently exposed to typical non-physical office demands. Employees perform medium work.