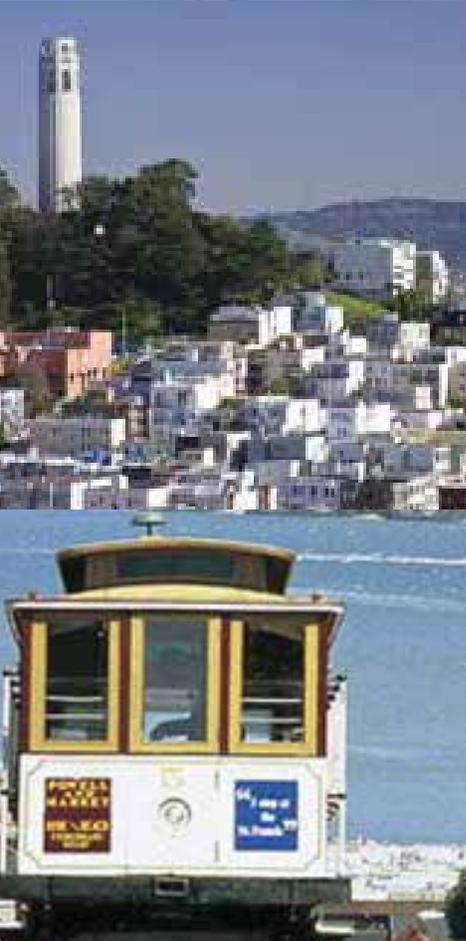


MANAGER OF REAL PROPERTY, MAPPING AND EXEMPTIONS

City and County of San Francisco, CA





THE CITY

As one of the most popular tourist destinations in the world, San Francisco is known for its iconic landmarks, eclectic architecture and cultural diversity. With approximately 800,000 residents in a 47 square mile area, San Francisco is the fourteenth most populous city in the United States and the fourth most populous city in California. San Francisco is internationally renowned for its cultural and performing arts, coastal beaches and parks. For sports fans, the City is home to the Giants and 49ers and nearby Oakland A's, Raiders and Golden State Warriors. With more than thirty international financial institutions, six Fortune 500 companies and a large network of professional services, including legal, public relations, architecture, and graphic design firms, San Francisco is a world-class financial and commercial hub. San Francisco offers a thriving technology sector and large network of universities and colleges including San Francisco State University, City College of San Francisco, the University of San Francisco, the Art Institute of California, the Academy of Art University, University of California Hastings College of Law, and the University of California San Francisco, dedicated to health sciences and biomedical research. San Francisco is also home to some of the most innovative nonprofit organizations in the world.

THE GOVERNMENT

Incorporated in 1850, the City and County of San Francisco (CCSF) is the only consolidated city-county in the state of California. Because of its unique status, the government of San Francisco is responsible for a broad array of city, county, and regional functions. These include management of county public health, welfare, and justice functions; a port, international airport, and a public transportation agency; and, a regional public utility department offering water, sewer, and power to customers both in San Francisco and the broader region. CCSF has jurisdiction over property that extends well beyond the physical boundaries of San Francisco, including the San Francisco International Airport in San Mateo County and the Hetch Hetchy Valley watershed in Yosemite National Park. Under the City Charter, the government of San Francisco is governed by the two branches. The executive branch is headed by the Mayor and includes other citywide elected and appointed officials. The eleven-member Board of Supervisors comprises the legislative branch, headed by a president of the board, and responsible for passing laws and the CCSF budget. San Franciscans also use direct ballot initiatives to pass new legislation. Members of the Board of Supervisors representative specific districts in the city. The current Mayor is Edwin M. Lee, and the Board President is London Breed. Additional information can be found at www.sfgov.org.

THE DEPARTMENT

The Office of the Assessor-Recorder is responsible for carrying out property tax-related functions governed by the State Constitution and State and local laws. Our core responsibilities include locating all taxable property in the City and County of San Francisco, identifying ownership, establishing a taxable value, and applying all legal exemptions. Property broadly includes both real property (land and improvements) and personal property owned by businesses. The Office of the Assessor-Recorder is also responsible for recording documents and maintaining those public records. Over 400 different types of documents are recorded annually, including deeds of trust, reconveyances, liens, and public marriage licenses. The Office is also responsible for collecting any transfer tax due upon a change in property ownership. The Office of the Assessor-Recorder strives to conduct our work with the core principals of professionalism and integrity.

MANAGER OF REAL PROPERTY, MAPPING AND EXEMPTIONS

City and County of San Francisco, CA

THE POSITION

Under direction of the Deputy Director of Operations, the 0933 Manager of Real Property, Mapping, & Exemptions (“Manager”) is a key member of the Assessor-Recorder’s leadership team. The manager is responsible for overseeing a staff of 75 employees and directing the activities of the Assessor-Recorder’s Real Property section, which includes the Commercial Real Property division, Residential Real Property Division, and the Exemptions division.

The manager is responsible for developing and implementing strategic goals, objectives, and performance measures for the Department. The manager leads the Division to meet its production goals, quality standards and performance targets, which includes appraisers, analysts, and senior processing specialists who appraise and assess property as provided by the California Revenue and Taxation Code and defend assessment appeals.

The manager will directly supervise two (2) 0931 Manager IIIs, one (1) 0922 Manager I, and a team of analytical and technical staff. In addition to managing overall division performance, this position is responsible for workload projections and staff resources allocation to best meet the office’s goals and objectives.

The position will lead the Real Property Standards functions of the office. This role will direct the ongoing business process improvements to Real Property procedures, in accordance with state law. The Manager will identify and develop data tools and processes necessary to ensure professional appraisers have the information to complete fair and accurate valuations of property.

The Manager may represent the Assessor at the Board of Supervisors and be delegated decision-making authority in legal proceedings where the Assessor is represented by the City Attorney.

Essential duties include but are not limited to:

- Uses performance data to plan, organize, and administer the activities of the Real Property Division to achieve maximum operational efficiency, improve technical performance and reduce overall operating costs.
- Overall responsibility for the quality and efficiency of the department’s customer service functions including providing accurate information and related services to the general public either in person, over the phone, and by mail or email.
- Interacts and coordinates the activities of the Real Property Division and represents the department in working with the City Attorney’s Office, the State Board of Equalization, Assessment Appeals Board, other City departments and the general public to resolve complex problems and issues involving real property tax and/or taxpayer complaints, often under stressful conditions.
- Overall responsibility for the training, monitoring, evaluating, and coaching of subordinate employees engaged in the daily activities of the Real Property Division to meet all service expectations and commitments and improve performance.
- Interprets and enforces California laws, City ordinances, and regulations governing real property taxes and assessments and their applications as set forth by the California Revenue and Taxation Codes.
- Using real property assessment and appraisal software, supervises and verifies difficult and complex accounting, financial and operational records and documents pertaining to real property; coordinate with information technology division in development and implementation of new property tax software solutions.
- Overall responsibility for the development and implementation of Division strategic goals, objectives, performance measures, policies, procedures and guidelines.
- Overall responsibility of the maintenance of taxpayer records and operational reports as mandated by State and local laws.
- Assists in the development, improvement and maintenance of the department’s website to provide the general public, especially non-English speaking taxpayers, with reasonable and timely access to important and updated information pertaining to real property assessments.
- Analyzes new and proposed legislative changes to property tax laws and related activities to determine operational impact and makes appropriate recommendations.
- Works with other managers and staff to evaluate and implement goals, responsibilities, policies and procedures of the division and department.

MANAGER OF REAL PROPERTY, MAPPING AND EXEMPTIONS

City and County of San Francisco, CA

Education and Experience

Possession of a Baccalaureate Degree or higher from an accredited college or university in Accounting, Business Administration, Economics, Political Science, Public Administration or a closely related field; **AND**

Six (6) years verifiable public entity work experience with real property appraisals, assessments, transfers, taxation, and/or valuations and audits; three (3) years of which includes supervisory responsibilities; **OR**

Eight (8) years verifiable work experience in appraisals, data and system analysis, performance management, finance, auditing or accounting for taxation, or related field; three (3) years of which includes supervisory responsibilities.

COMPENSATION

\$63.28-\$80.76 Hourly / \$10,968.00-\$13,999.00 Monthly / \$131,612.00-\$167,986.00 Yearly

There is some room to negotiate salary within the listed salary range under special circumstances. Salary negotiations always occur as a final part of the selection process.

Benefits:

Complete information about benefits packages can be found at: <http://sfdhr.org/benefits-overview>

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Gerald Buss by telephone at 415.554.5213, or by email at Gerald.buss@sfgov.org.