

DIRECTOR OF PROGRAM DEVELOPMENT II  
(REAL PROPERTY TAX SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Executive Director Tax Commission, an incumbent of this class is responsible for providing information and expertise to local government assessors in the area of the application of electronic data processing techniques to real property tax records. Advises the Town and Village assessors of Westchester County in the selection, development, installation and on-going use of computer assisted accounting and appraisal systems. Supervision may be exercised over support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Confers with governmental officials of towns and cities regarding EDP applications and RPIS modules for real property tax records;

Assists in all phases of the installation of RPIS;

Acts as a liaison on technical matters;

Conducts training seminars and on-site training during the conversion phase;

Prepares and evaluates MRA valuation models;

Coordinates with County data processing division the scheduling and turn around of jobs submitted by municipalities using County data processing services;

Assists the Executive Director and members of his staff with the general administrative functions of the office and the preparation of the annual report.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern principles, practices and theory of real property valuation and assessment; thorough knowledge of real property tax laws and judicial and administrative determinations governing valuation of real property; good knowledge of electronic data processing capability and applications to real property tax assessment and records; familiarity with deeds and related property records and ability to understand their relation to valuation processes; good knowledge of office and staff management; ability to establish and maintain effective relationships with the public, assessors and County officials; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; tact; courtesy; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) eight years of experience in tax assessment program operations including data processing applications, two years of which shall have been in a supervisory capacity; or (b) a Bachelor's Degree\* and four years experience including the two years specialized experience stated in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.