



REQUEST FOR PROPOSALS

EXECUTIVE SEARCH SERVICES FOR COUNTY ASSESSOR

RFP No: 19-019-CJ

March 21, 2019
County of Gloucester
Central Purchasing Office
6467 Main Street – 1st Floor
Gloucester, VA 23061
Phone: (804) 693-6235 Fax: (804) 693-0061

Sealed proposals, subject to the terms and conditions contained herein, will be received at the above office of Central Purchasing, 1st Floor, 6467 Main Street, Gloucester, Virginia, 23061, through the due date and hour shown below (local prevailing time), for furnishing the following described materials, and/or services, for delivery and/or performance F.O.B. GLOUCESTER COUNTY, VIRGINIA.

Purpose of Solicitation: To receive competitive offers and establish a contract with a qualified service provider, (hereinafter referred to as Offeror, Contractor or Consultant) to conduct a comprehensive employment search for an Assessor for Gloucester County.

Proposals Due: **April 8, 2019 at the Close of Business**

Contract Officer:
Christine Joyce, VCA, Buyer

ONE ORIGINAL AND THREE COPIES OF YOUR SUBMITTAL IS REQUESTED

In compliance with this Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the materials requested and certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of firm named below.

Provider Name _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____ E-mail: _____

Federal Tax ID No.: _____ Business License No.: _____ Jurisdiction: _____

Virginia State Corporation Commission Identification Number: _____ (Required for Award)

Print Name: _____ Title: _____

Signature: _____ Date: _____

NOTICES

Copies of the Proposal Documents may be obtained at the Central Purchasing Office located in County Office Building 1, 6467 Main Street, Gloucester, Virginia, at no charge. You may also download this bid at on the Gloucester Central Purchasing website.

Inquiries regarding this solicitation should be directed by email to Christine Joyce, at cjoyce@gloucesterva.info

TERMS AND CONDITIONS

1. **Governing Laws and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and ordinances of the County of Gloucester, Virginia. Any litigation with respect thereto shall be brought in the courts of Gloucester County, Virginia. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations (§ 15.2-1235, *Code of Virginia*).
2. **Anti-Discrimination:** By submitting their proposals, offerors certify they will conform to the provisions of the *Federal Civil Rights Act of 1964*, as amended, as well as the *Virginia Fair Employment Contracting Act of 1975*, as amended, where applicable, the *Virginians With Disabilities Act*, the *Americans With Disabilities Act* and § 2.2-4311 of the *Virginia Public Procurement Act* (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body (§ 2.2-4343.1E, *Code of Virginia*). In every contract over \$10,000 the provisions in "a" and "b" below apply:
 - a. During the performance of this contract, the Consultant agrees as follows:
 1. The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 2. The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that such Consultant is an equal opportunity employer.
 3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 - b. The Consultant will include the provisions of "1" above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each sub contractor or vendor.
3. **Ethics in Public Contracting:** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
4. **Immigration Reform And Control Act Of 1986:** By submitting their proposal, offerors certify that they do not and shall not during the performance of this contract, knowingly employ any unauthorized alien as defined in the *Federal Immigration Reform and Control Act of 1986, as amended* (§ 2.2-4311.1 *Code of Virginia*).
5. **Debarment Status:** By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia or any government entity from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
6. **Antitrust:** By entering into a contract, the Consultant conveys, sells, assigns, and transfers to the County of Gloucester all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the County of Gloucester under said contract.
7. **Clarification of Terms/Addenda:** If any prospective offeror has questions about the specifications or other solicitation documents, they should contact the buyer for this solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer and posted on the public posting board in Central Purchasing. Addendums may also be on the Gloucester Central Purchasing website. It is the offerors sole responsibility to ensure they have obtained any and all addenda prior to submittal of their offer. (§ 2.2-4316, *Code of Virginia*).
8. **Payment:** A. Payment terms shall be Net 45 days unless otherwise stated by the offeror on this solicitation. Alternative terms may be offered by the offeror for prompt payment of bills. B. Discount period shall be computed from the date of proper receipt of the

Consultant's correct invoice, or from the date of acceptable receipt of the services, whichever is latest. C. The payment terms stated herein must appear on the Consultant's invoice. Failure to comply with this requirement may result in the invoice being returned to the vendor for correction. D. Late payment charges shall not exceed the allowable rate specified by the Virginia Prompt Payment Act. (1% per month) (§ 2.2-4352, *Code of Virginia*).

9. **Drug Free Workplace:** During the performance of this contract, the Consultant agrees to (i) provide a drug-free workplace for the Consultant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Consultant that the Consultant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Consultant, the employees of who are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
10. **Availability of Funds:** It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available or which may hereafter become available "subject to appropriation" by the Board of Supervisors for the purpose of this agreement, ref § 15.2 Chapter 25 *Code of Virginia*. It is further understood and agreed between the parties to any agreement resulting from this proposal that the County shall not be obligated to purchase or pay for services covered by this agreement unless and until they are ordered, delivered, and performed for the County.
11. **Precedence of Terms:** The General Terms and Conditions shall apply in all instances. In the event of a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions, the Special Terms and Conditions shall apply.
12. **Identification of Proposal Envelope:** If a special envelope is not furnished, or if return in a special envelope is not possible, the signed proposal should be returned in a special envelope or package, sealed and identified with the Offeror's Name, Solicitation Number, Due Date and Time.
13. **Late Proposals:** To be considered for selection, proposals must be received by Central Purchasing (or designated issuing office) by the designated date and hour. The official time used in the receipt of proposals is that time on the automated stamp machine in the Central Purchasing Office. Proposals received in Central Purchasing after date and hour designated are automatically non-responsive and will not be considered. The County is not responsible for delays in the delivery of mail by the U. S. Postal Service, private courier, or the Inter-Departmental County Mail System. It is the sole responsibility of the offeror to ensure that its proposal reaches Central Purchasing by the designated date and hour. If the County is closed for business at the time scheduled for the receipt of proposals, the proposals will be accepted on the next business day of the County, at the originally scheduled hour.
14. **Qualification of Offerors:** The Purchasing Agent may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services and the offeror shall furnish to the Purchasing Agent all such information and data for this purpose as may be requested. The County reserves the right to conduct any test/inspection it may deem advisable to assure the services conform to the specifications. The County reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Purchasing Agent further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Purchasing Agent that such offeror is properly qualified to carry out the obligations of the contract and to provide the services contemplated therein.
15. **Additional Information:** The County reserves the right to ask any offeror to submit information missing from its proposal, to clarify its proposal, and to submit additional information which the Purchasing Agent deems desirable. By submitting their offers, offerors certify they understand the terms and conditions, and if awarded a contract as a result of this solicitation, they will comply. They also understand that a violation of any of the terms and conditions may be a breach of contract and can result in default action being taken by the County.
16. **Award Notices:** Award(s) or Decision(s) to Award shall be posted on the public posting board in Central Purchasing, ref. § 2.2-4360, *Code of Virginia*. It may also be posted on the Gloucester County Central Purchasing's website.
17. **Protest of Award or Decision to Award:** Any Offeror who desires to protest the award or decision to award a contract shall submit such protest in writing to the Purchasing Agent no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. The written protest shall include the basis for the protest and the relief sought. The Purchasing Agent shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the Offeror appeals within ten days by instituting legal action as provided in § 23-64 of the *Code of Gloucester County*.
18. **Assignment of Contract:** The resulting contract shall not be assignable in whole or in part without the County's written consent.

19. Default: In case of failure to deliver the services in accordance with the contract terms and conditions, the Purchasing Agent, after due oral or written notice, may procure them from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the County may have.
20. Taxes, Fees and Surcharges: Sales to Gloucester County, Virginia are normally exempt from State sales tax. A State sales and use tax certificate of exemption (Form ST-12) will be issued upon request. Deliveries against this contract shall be free of federal excise and transportation taxes. The County's Excise Tax Exemption Registration Number is **54-6001312** and the School/ **54-6001313**. Additionally, no additional fees or surcharges may be passed to the County. This includes, but is not limited to any type of fuel surcharge.
21. Cancellation of Contract: The Purchasing Agent reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Consultant. Any contract cancellation notice shall not relieve the Consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
22. Contractual Disputes: In accordance with § 22-63 of the *Code of Gloucester County*, claims arising out of this contract, whether for money or other relief, may be submitted to the County of Gloucester, by submitting the claim in writing, with all necessary data and information to substantiate the claim attached, to the Purchasing Agent. The Purchasing Agent shall render his/her decision within thirty (30) days. The Consultant may then appeal the Purchasing Agent's decision to the County Administrator, whom shall render a final decision within forty-five (45) days.
23. Indemnification: Consultant agrees to indemnify, defend and hold harmless the County, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Consultant or any services of any kind or nature furnished by the Consultant, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the services in the manner already and permanently described by the Consultant.

SPECIAL TERMS AND CONDITIONS

1. Independent Contractor: The Consultant shall not be an employee of Gloucester County, but shall be an independent Consultant. Nothing in this agreement shall be construed as authority for the Consultant to make commitments, which shall bind Gloucester County or to otherwise act on behalf of Gloucester County, except as Gloucester County may expressly authorize in writing.
2. Supremacy Clause: Notwithstanding any provision in the offeror's response to the contrary, the offeror agrees that the terms and conditions contained in this solicitation shall prevail over contrary terms and/or conditions contained in the offeror's response.
3. Questions: Questions about the proposal are to be submitted in writing, referencing the proposal number, to the Purchasing Agent for this solicitation. Request for additional information or interpretations on instructions may also be addressed. Central Purchasing urges interested offerors to communicate concerns during the response period to avoid misunderstandings. Questions received less than five (5) business days prior to the proposal due date may not be answered. Questions may be answered by written addenda. All addenda issued by Central Purchasing shall become part of the specification and may be made part of the contract documents. Addenda will be distributed to all that are known to Central Purchasing to have received a complete set of solicitation documents. Addenda will also be posted on the Central Purchasing public bulletin board and may also be on the Gloucester County Central Purchasing's website. No addenda will be issued later than five (5) days prior to the solicitation due date, except an addendum cancelling or postponing a solicitation may be issued at any time prior to the receipt of offers.
4. Insurance: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following minimum insurance coverage(s) at the time the contract is awarded.
Minimum Insurance Coverage(s) and Limits Required:
 - a. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The County of Gloucester must be named as an additional insured and so endorsed on the policy.
 - b. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include employer. Consultants who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
 - c. Employer's Liability - \$100,000.
 - d. Professional Liability/Errors and Omissions - \$500,000 – per occurrence
5. Ownership of Materials: All data, material and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and is subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protection of this section prior to the submission of the data

or other materials to be protected and state the reasons why protection is necessary (§ 2.2-4342, *Code of Virginia*).

6. **Silence of Specifications:** The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.

EXECUTIVE SEARCH SERVICES FOR AN ASSESSOR

Purpose

Gloucester County requests offers from prospective service providers (hereinafter referred to as Offeror, Contractor or Consultant) to provide all labor, materials and supervision to perform a nationwide search for the employment of an Assessor for Gloucester County, Virginia.

Background

Gloucester County is part of the middle peninsula region of Virginia that is bordered by the York River and lower Chesapeake Bay. The County is comprised of 288 square miles with a population of 36,858. Gloucester County is both rich in farmland and important to the Virginia fishing industry. It also has a significant retail corridor that traverses the length of the County which is adjacent to York County by the George P. Coleman Memorial Bridge. Gloucester County is nicknamed the “Daffodil Capital of the World”, and hosts an annual daffodil festival, parade and flower show. Further information regarding the County can be viewed at www.gloucesterva.info.

The Assessor, reporting directly to the Chief Financial Officer, interprets and implements all regulations regarding real estate assessment; ensures the fair market value assessed on real property in the County are accurate and comparable to similar property values. The Real Estate Assessment Department is staffed by the Assessor, Real Estate Analyst I, Real Estate Analyst II, Appraiser II and an Administrative Coordinator. An example job description for the assessor is attached.

Scope of Services

- Work with Gloucester County to develop an employment profile that defines the qualifications desired for an Assessor that will serve as a guide during the search process.
- Through coordination with Gloucester County, provide a suggested format for the interview process and develop a list of potential interview questions.
- Provide Gloucester County with a detailed search work plan and schedule for the search process. At a minimum, this plan will include the Consultant’s and Gloucester County’s roles throughout the recommended process.
- Actively recruit individuals who have a high probability of success in meeting Gloucester County’s profile requirements.
- Conduct background checks of potential candidates and compare potential candidates (via resume and preliminary interviews) to the established characteristics and desired qualities established in Gloucester County’s profile.
- Assist Gloucester County in finalizing the list of top candidates to be considered for the interview process.
- Identify any support needed from Gloucester County staff.
- Provide technical, administrative, and logistical support for the interview process, site visits and any consulting fees related to the identification of a finalist for the position.

Submittal Requirements

Offerors are requested to submit a comprehensive and concise package that is bound in one volume that includes their detailed qualifications for all areas proposed below.

- **Experience:** Provide a narrative describing the firm’s experience and qualifications with conducting executive search services. At a minimum, describe how long the firm has provided the services and describe the breadth of services that has been provided by the Consultant. Experience with county and municipal governmental searches shall be described in addition to chief executive searches in related fields. Describe your organizational philosophy and the mission and values of your

firm as it relates to providing client services. Identify if the firm is under any litigation that could negatively impact the ability to perform the services in a professional and time sensitive manner.

- **Staffing:** Provide names, occupations, qualifications and resumes of the staff members that would be tasked in conducting and managing the search services for Gloucester County. Identify your entities officers and directors, management structure, organizational chart and project teams. Explain staff assignments of the various steps in the anticipated process. What are the office hours and location of the office that will provide the services located?
- **Process:** Detail the extent of the search process that is being proposed in relation to this solicitation. Describe the development and process of a profile that will be used in the search process and what the Consultant estimates to be a reasonable schedule in successfully engaging an Assessor. Define the methods and best practices that will be used in the search process and describe the assistance, materials, and time allocations to be furnished by Gloucester County in this initiative. Provide a statement as to how non-traditional candidates will be recruited and presented for consideration. In particular, provide 'out-of-the-box' strategies for recruiting executive candidates that may not possess municipal backgrounds, but are leaders in other occupations. Finally, describe the Consultant's obligations if the search process does not produce a successful candidate.
- **Fees:** Describe all fees required for the performance of the requested services.
 - a. An itemized list of fees for each provided service.
 - b. A payment schedule with each payment linked to a service deliverable or identifiable point in the project.
 - c. A fixed price for all travel required to perform the proposed project as well as any additional travel cost for any supplementary services requested by Gloucester County (i.e. per trip; per diem; etc.).
 - d. A listing of cost for any additional consulting services associated with the project, listing the consulting type.
- **References:** Provide references from local government entities or clients for services performed similar to the scope desired in this solicitation that can verify the quality, competency and professional skills of the firm. A minimum of three (3) references (preferably in Virginia) are desired.

Evaluation Criteria

Each proposal will be evaluated in compliance with the RFP instructions to the offeror and any mandatory terms and conditions set forth within the solicitation document. The objective of the evaluation will be to recommend the firm(s) who is the most responsive to the expressed needs of Gloucester County. Proposals will be evaluated with the following criteria:

- A. Experience, Qualifications and Capacity of the offeror to perform the desired services included in the solicitation.
- B. Understanding of Gloucester County service needs and the offerors expressed ability to provide the various processes indentified in this solicitation.
- C. Firm's current workload and the ability to assign the needed resources to the service needs in a rapid and professional manner.
- D. Acceptability of the provided references for comparable services performed by the firm.
- E. Reasonability of Fees.

Evaluation Process

Proposals will be evaluated and interviews may be scheduled with selected firms in accordance with the "other than professional services" method of selection outlined in § 22-52 of the *Code of Gloucester County, Virginia*. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposals (RFP). Interviews may then be conducted with selected offerors. After interviews and negotiations have been completed, the County will select the offeror, which, in its opinion, has made the best proposal, and will award the contract to that offeror. Should the County determine that only one offeror is fully qualified or that one offeror is clearly more highly qualified than others, a contract may be negotiated and subsequently awarded to that offeror.

Award

Award shall be made to the responsible offeror whose proposal is determined, in writing, to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals per § 22-50 of the *Code of Gloucester, Virginia*. The contract file shall contain the basis on which the award is made. The award of a contract shall be the sole discretion of the County. The award shall be based on the evaluation of all information as the County may request. The County reserves the right to make multiple awards as a result of this solicitation. The County reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.

Method of Payment

The Consultant will be paid on the basis of the invoice submitted to the Gloucester County Finance Department after services have been provided and acceptance has been indicated by the designated representative of the GCBS. All payments will be made in accordance with the Code of Virginia's Prompt Payment provisions. *Code of Virginia §2.2-4347 & 2.2-4352*

Debriefing

The County will keep all information regarding the identification of the persons or firms making offers or the contents of any offers as confidential. This information will only be available after an award or decision to award has been made. After an award is made, or the decision to make an award is made, the debriefing process will consist of the procurement file being made available for review in the Central Purchasing Department. Central Purchasing staff will not meet with offerors to discuss the file. Offerors should make an appointment to review the file during normal business hours, 8AM–4PM, Monday – Friday.

Trade Secrets/ Proprietary Information

Trade Secrets or Proprietary information submitted by an offeror, relating to a procurement transaction, shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. Information leading to the award decision, including prices and other factors, shall be made public after an award decision is made.

Please mark one:

- No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.
- Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information.

If **YES**, please list the page numbers and the reasons for why the information is considered a trade secret and/or proprietary information. **Do Not Mark the Whole Proposal Proprietary.**



Gloucester County Job Description

POSITION: **Assessor**
DEPARTMENT: **Real Estate Assessment**
JOB CODE: **356**
FLSA: **Exempt**

GENERAL STATEMENT OF JOB: Under general direction, provides strategic direction for determining priorities, goals, and objectives for the efficient operations of the Real Estate Assessment Department. Performs complex statistical analysis; interprets and implements all regulations regarding real estate assessment; and ensures the fair market values assessed on real property in the County are accurate and comparable to similar property values. Conducts hearings and investigations concerning issues regarding real estate assessment; and ensures comprehensive assessment records are maintained. Instructs professional and clerical employees in modern valuation and assessment techniques and procedures; coordinates continuing educational programs. Exhibits tact and courtesy and ensures professional assistance is provided when in contact with public officials, developers, contractors, and the general public. Exercises considerable initiative and independent judgement in all phases of work. Reports to the Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS:

1. Plans, directs, and participates in a comprehensive assessment program of the residential, commercial, and agricultural properties; monitors growth and appreciation/depreciation of property; provides assessments to all property owners; and responds to questions and requests for the re-evaluation of property assessments. Assumes full responsibility for the assessment and appraisal of real property parcels in the County that includes complex parcels such as waterfront, commercial, industrial, and tax-exempt; coordinating proper designation of land uses and ownership. Develops and maintains assessment sales ratio studies to determine the level of assessment equality throughout the County.
2. Responsible for the oversight of the department including various administrative and budgetary matters. Provides leadership, counsel, motivation, and constructive performance feedback. Oversees and performs employee evaluations; administers human resources policies and procedures; and determines appropriate personnel actions. Explores for staff development, ensuring that their knowledge, experience, and on-going training and certifications are sufficient to perform the jobs assigned.
3. Establishes and maintains all necessary appraisal records, property maps, and other related documents required by State law and local ordinances. Maintains a user-friendly comprehensive and readily available data base of property information, a data base and website that are continuously improved and updated.
4. Develops and oversees appeals process. Reviews major complaints or unusual requests providing answers and resolution. Reviews and/or re-appraises contested appraisals. Prepares reports to support and defend the assessment value for court cases. Presents appraisal reports on appealed property and comparable properties and recommends action for the Board of Equalization. Appears before Board of Equalization and other judicial proceedings to explain and/or defend assessment values
5. Establishes, implements, and evaluates internal systems to effectively meet operating goals and objectives; develops and evaluates policies and procedures for optimal departmental operations. Promotes staff collaboration, innovation and critical thinking in developing solutions and new approaches for department efficiency. Makes final reviews and approves major technical or complex decisions of subordinates. Confers with staff on the effectiveness of assessment techniques; educates and assists appraisers with unusual or complicated appraisals.
6. Develops and revises an instructional manual for appraisers to use as a guide while making real estate appraisals. Provides guidance through manual usage and consultations with staff for classifying buildings, measuring, listing, grading houses, inspecting interiors and exteriors, estimating depreciation, etc.

7. Performs inspections and appraisals of properties to determine present conditions, proper classification, effective age and any physical characteristic changes, such as improvements or damages, to verify data used to derive assessments.
8. Assists the Chief Financial Officer with revenue projections by providing information on real estate growth and appreciation/depreciation of property values.
9. Participates in emergency response operations as required in a declared emergency by County officials which may include long and unusual schedules; completes required NIMS training as a condition of employment.
10. Facilitates a positive image of the Real Estate Assessment office by conducting effective communications throughout all levels of the organization, and with the Board of Supervisors and the public; facilitates the exchange of ideas and information. Represents Real Estate Assessment before governing bodies, taxpayers, and the general public. Makes oral presentations before professional civic and community groups, and to media representatives or forums to explain practices and procedures of Assessor's office.
11. Maintains and expands job knowledge, skills, and abilities. Attends seminars, conferences, workshops, classes, lectures, etc., and reviews literature, as appropriate, to enhance and maintain knowledge of legislation, court decisions, trends, and developments in the fields of real property appraisal and assessment. Develops/updates policies and procedures which ensure compliance with applicable regulations, procedures and/or considers implementation of best practices.
12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in office environment and in various outdoor locations throughout the County when performing fieldwork.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the modern principles and practices of real estate assessment, including the three approaches to value: income, cost, and sales comparison approach

Comprehensive knowledge of social and economic factors, market trends, and construction and other cost factors that affect property values and trends in development.

Comprehensive knowledge of and the ability to interpret the methods and techniques, laws, ordinances, and regulations covering real property appraisal and assessment.

Ability to professionally defend appraisals to property owners, Board of Equalization, and the Courts as necessary
Broad knowledge of the geographical layout of the County.

Ability to conduct statistical and factual analysis in order to make sound judgments and to effectively present clear and concise oral and written reports.

Ability to establish and maintain effective working relationships with Constitutional Officers, Department Heads, County staff, and the general public.

Ability to function as a team member and must be adaptable to performing effectively under moderate to high levels of stress.

General knowledge of computer systems including Computer Assisted Mass Appraisal (CAMA), preferably Vision, Esri ArcGIS software, and Pictometry.

Skilled in goal-setting, management, counseling, coaching, mentoring, and evaluating.

Ability to prioritize and manage multiple projects simultaneously and effectively.

Ability to deal tactfully and effectively with property owners, County officials, contractors, and the general public.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's degree in Real Estate, Economics, Business or Public Administration, or a related field required; Master's degree preferred.

Six (6) to nine (9) or more years of progressively responsible experience in assessment and appraisal with considerable experience working with complex databases and CAMA systems, including three (3) years of supervisory experience.

Successful completion of core course curriculum of the International Association of Assessing Officers (IAAO).

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards required.

Certification as Certified Assessment Evaluator (CAE) by the IAAO; Certified General Real Estate Appraisal License issued by the Commonwealth of Virginia Department of Professional and Occupational Regulation; or meet the qualifications prescribed by and be certified as a professional assessor by the Virginia Department of Taxation or ability to be certified within twelve (12) months of employment required.

PHYSICAL REQUIREMENTS:

C = Continuous – over 6 hours a day F = Frequent – between 3 and 6 hours a day	O = Occasional – less than 3 hours a day I = Intermittent–several times a week/month	P = Periodic – several times a year N/A = Not applicable to position
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LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Power Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes (driver's lic. requirement)	<input checked="" type="checkbox"/>