



ALLEGHENY
COUNTY

CHIEF ASSESSMENT OFFICER

ALLEGHENY COUNTY,
PENNSYLVANIA

ALLEGHENY COUNTY, PENNSYLVANIA CHIEF ASSESSMENT OFFICER (CAO)

THE COUNTY:

Located near the southwest corner of Pennsylvania, Allegheny County is home to the historic city of Pittsburgh and highly ranked educational institutions including University of Pittsburgh and Carnegie Mellon University.

The county offers visitors and locals alike plenty to do year-round. There are a large number of attractions including the Pittsburgh Zoo & Aquarium, the Carnegie Science Center, and the Andy Warhol Museum. Allegheny County also has many parks and recreation areas, including the Allegheny County Park System, which is one of the largest county park systems in the United States. The county is home to a number of professional sports teams including the Pittsburgh Steelers, Penguins, and Pirates.

There is also no shortage of activities and entertainment during the winter months, from outdoor activities such as ice skating, to taking a ride on the Duquesne Incline and basking in the views of downtown Pittsburgh, to learning to ski at Boyce Park. If you're looking for something a little more low-key, take a trip down memory lane and visit the Mr. Rogers exhibit at the Heinz History Center. Afterwards, stroll around Phipps Conservatory and Botanical Gardens, one of the oldest continuously operating botanical conservatories in the country having opened in 1893.

All the wonderful amenities in Allegheny County are sure to stir up a thirst and an appetite. Fortunately, the area is home to some of the best trend-setting local breweries and myriad superb dining options. Once you make this area your home, there's not much reason to leave.

BY THE NUMBERS:

Land size: **745** square miles

Number of Parcels: **576,000**

Population estimate (2022):

1,256,024

Households (2017-2021): **545,763**

Median Household Income (2017-2021, in 2021 dollars): **\$66,659**

Median Value of Owner-Occupied Housing

Units (2017-2021): **\$171,400**

Bachelor's degree or higher, percent of persons age 25 years+, 2017-2021: **43.3%**



THE POSITION IN BRIEF

The Chief Assessment Officer of the Office of Property Assessment (OPA) works under the supervision of the Division Manager and Department Director, and is responsible for supervising all assessments and valuations of all real property for ad valorem tax purposes. The incumbent makes determinations of tax-exempt status of any parcel of real property in accordance with law, ordinance, and industry standards, and is also responsible for assisting in the development of assessment procedures within OPA. This position is responsible for the annual revision and equalization of all assessments and valuations, and for performing all of the duties and responsibilities required of a chief assessment officer under applicable Pennsylvania law and ordinances/regulations of Allegheny County pertaining to property assessments.

With a 2023 total budget of \$5.6M for assessment management, the Office of Property Assessment delivers uniform base year assessments for real property and maintains accurate property description records on the 576,000 parcels in Allegheny County.

PRIMARY POSITION RESPONSIBILITIES

- Oversees all assessments and makes the final determination of the value of all subjects of taxation in accordance with law, ordinance, and industry standards
- Ensures the revision and equalization of all assessments and valuations are done in accordance with law, ordinance, and industry standards at the lowest cost per parcel
- Provides information as requested by the Division Manager, Department Director, and/or Administration
- Delivers to the Administration on behalf of the Office of Property Assessment a request for certification of values for properties in the County in the form and within the time period set forth in the County's Assessment Standards and Practices Ordinance
- Recommends to the division, department, and Administration elements of assessment standards, practices, and ordinances as the Chief Assessment Officer deems appropriate
- Promulgates guidelines for use by county assessors in applying the cost approach, sales approach, and income approach to property valuation as part of the county's computer assisted mass appraisal system
- Provides advice and assistance in public relations efforts
- Assists in establishing policies and procedures for the Office of Property Assessment
- Reports on administrative matters to the County Manager through the Manager of the Office of Property Assessment and performs other administrative duties as assigned by the County Manager
- Performs and/or participates in special projects and other duties as requested or assigned by the Director or Division Manager
- Provides sales information to the State Tax Equalization Board (STEB) to be used by STEB for the calculation of the common level ratio





KEY PROJECTS AND CHALLENGES

The new CAO will be tasked with exciting opportunities to improve and enhance the role of this position.

- ✓ The new CAO will be expected to review policies and procedures relating to assessment and recommend changes to improve efficiency and effectiveness.
- ✓ Transparency is important to the county and the Board of Property Assessment Appeals and Review. The incumbent will work with stakeholders to improve transparency in the assessment process to help enhance visibility and trust.
- ✓ The division is working towards digitizing the assessment process and going paperless by 2024.

POSITION REQUIREMENTS

The county is seeking the interest of candidates that meet the following minimum qualifications:

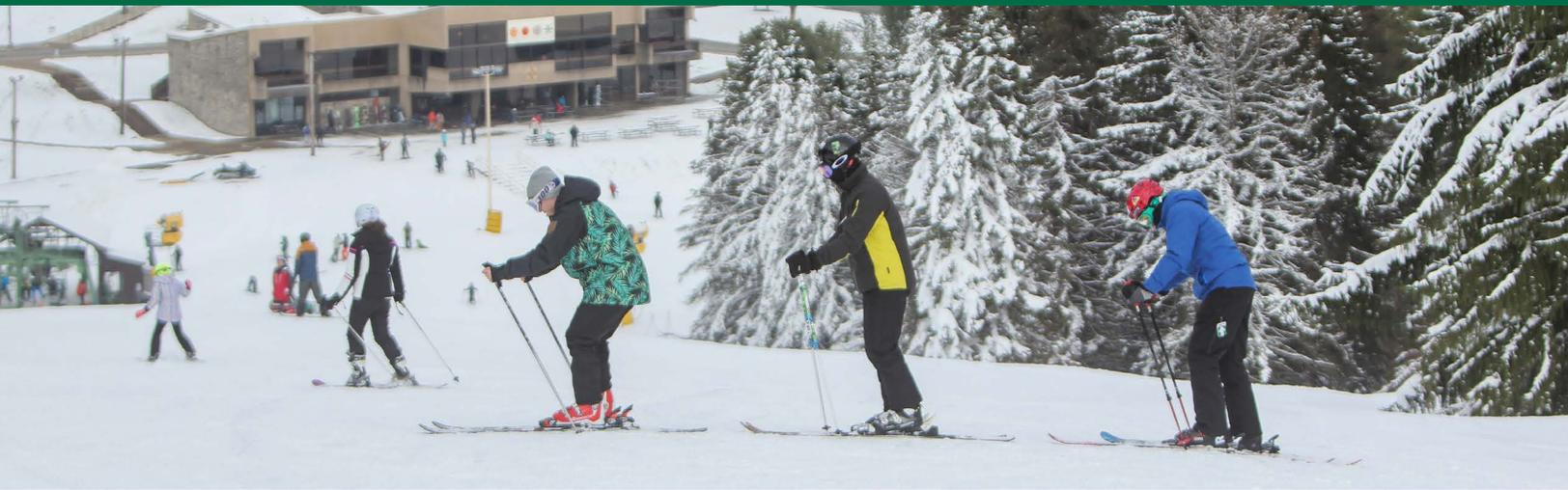
- Must be an International Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) OR hold the highest-ranking Commonwealth of PA General Appraiser's license.
- A minimum of ten (10) years of progressively responsible professional experience in the management of property valuation is required.
- Must have a firm command of assessment and taxation practices. A valid Certified Pennsylvania Evaluators license is preferred.

THE IDEAL CANDIDATE

In addition to the minimum qualifications outlined in the previous section, the county hopes to attract candidates for the position that possess the following experience and qualities:

- Expertise in property assessment and assessment standards
- Experience with board of appeals
- Members of the Assessors Association of Pennsylvania with a proven dedication to continued education in the field of assessment
- A strong commitment to transparency
- Trustworthiness
- Collaboration
- Meticulous attention to accuracy and detail
- Ability to support and mentor assessors and keep stakeholders informed of policies and procedures
- Accountability for the work product related to assessment
- A drive to achieve goals and move the organization forward





COMPENSATION AND BENEFITS

The salary range is up to \$140,000 DOQ. Allegheny County also offers a generous employee benefit package which includes medical, dental, vision, life insurance, long-term disability, and voluntary benefits. Employees are vested and eligible to participate in the Allegheny County Employees' Retirement System (ACERS) after 10 years of creditable service. In addition to paid time off benefits, the county observes 11 paid holidays.

The county is passionate about developing knowledgeable and committed team members and encourages continued education and training by covering the cost of related classes, seminars, and conferences as appropriate.

Applicants must possess and maintain a valid PA Driver's License throughout employment. Residency within Allegheny County is required within one year of hire for the Chief Assessment Officer.

Pre-employment Covid-19 Vaccination and Background Check Requirements: It is the policy of Allegheny County that in order to receive a final offer of employment, candidates for positions within the executive branch must provide proof of a Covid-19 vaccination. The prospective employee will need to be fully vaccinated or have at least one shot of a two-shot series before beginning work. Any employee who does not receive and provide proof of the second shot within 30 days will have their probationary employment terminated. Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Additionally, it is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position. The pre-employment drug screen must be completed within 48 hours of the acceptance of the conditional offer of employment.

HOW TO APPLY

Apply online immediately at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references. Position is open until filled. First review of resumes in late February. Confidential inquiries are encouraged and should be directed to Heidi Voorhees, President, GovHR USA at 847-380-3240 or Hvoorhees@GovHRusa.com; or Alan Rosen, Vice President, GovHR USA at 954-644-9999 or ARosen@GovHRusa.com.

Allegheny County is an equal opportunity employer – M/F/V/D