

# DIRECTOR, REAL ESTATE DIVISION DEPARTMENT OF TAX ADMINISTRATION



FAIRFAX COUNTY GOVERNMENT



Shaping the Future of Government

## BUILDING ENRICHED COMMUNITIES

- A strong and diverse business base
- Abundant real estate options
- Skilled and talented workforce
- Excellent quality of life
- Crucial transportation assets



## THE COUNTY AND THE COMMUNITY

### Building Enriched Communities for a Better Tomorrow

Formed before the Revolutionary War, Fairfax County was home to many of America's earliest statesmen, including George Washington of Mount Vernon and George Mason of Gunston Hall. It is one of the premier centers of commerce, governance, and technology in the United States. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia. It has a large diverse and dynamic economy and is home to ten Fortune 500 companies, more than 400 internationally owned firms, and the largest concentration of technology jobs of any major U.S. market. Minority-, women-, and veteran-owned businesses make significant contributions to the economy and add diversity to the business community.

The county offers residents an excellent environment in which to raise and educate their children. The Fairfax County Public School System and area private schools offer parents numerous educational options. Fairfax County is also a leader in higher education where five major colleges and universities, including the main campus of George Mason University, are located. Northern Virginia Community College – the largest community college in the Commonwealth of Virginia – has two campuses in Fairfax County. The community has a wealth of cultural and recreational resources that provide abundant opportunities for families and children to learn and grow.

Governed by a ten-member Board of Supervisors, Fairfax County government consistently achieves high praise for fiscal stability, quality service, and technological sophistication. With over \$4.2 billion in general fund revenues, Fairfax County maintains an exceptional Triple-A bond rating from three leading rating agencies: Moody's Investor Services, Standard and Poor's, and Fitch Investor Service.

## DTA VISION

Generating revenue fairly, to help the county protect and enrich the quality of life for people, neighborhoods, and diverse communities of Fairfax County.

## DTA MISSION

To uniformly and efficiently assess and collect county revenue, provide high-quality customer service and promote an empowered, well-informed community.

## DTA PHILOSOPHY

As Fairfax County Government employees, we are committed to excellence in our work. We celebrate public service, anticipate changing needs, and respect diversity. In partnership with the community, we shape the future. DTA employees are committed to this philosophy through our values.

- Excellence in what we do and pride in who we are;
- Lead by example;
- Take ownership of customer needs;
- Better service through innovation;
- Promote teamwork among a diverse workforce and community to achieve mutual success;
- Honesty and integrity in public service.

## THE DEPARTMENT

The Department of Tax Administration (DTA) enforces the tax provisions outlined in the Fairfax County Code and the tax provisions of Title 58.1 of the Code of Virginia. DTA handles the assessment and collection of all property taxes and business licenses for the county and is responsible for \$3.7 billion per year in General Fund revenue. The department handles approximately 360,000 real estate parcels, 1,000,000 vehicles, and 50,000 business accounts. DTA also has oversight over other miscellaneous tax programs, such as Tax Relief for the Elderly and Disabled, Parking Tickets, Dog Licenses, and Hotel Taxes. The operating budget for the department is \$25 million. Operating with maximum efficiency, the department is comprised of four specialized divisions with a staff of 300 professional and administrative staff. The divisions are:

### Real Estate Division

The Real Estate Division is responsible for the annual assessment of all real property, residential and commercial, in the county. Virginia law requires that assessments be uniform and based on 100% of fair market value.

### Personal Property Division

The Personal Property and Business License Division is responsible for the assessment of personal property (including vehicles and business equipment), business license taxes, and a variety of local license taxes, such as transient occupancy tax, short-term daily rental tax, and bank franchise tax.

### Revenue Collection Division

The Revenue Collection Division is charged with billing and collecting all Fairfax County taxes and some not-tax revenues. DTA's cashier counter also accepts payments for Consumer Affairs licenses and processes Petty Cash vouchers for other county departments. This Division also administers the County's tax relief program for the elderly and disabled.

### Administration Division

This Administrative Division is responsible for departmental planning and management, budget and payroll and information technology. In addition, this division provides representation on the Cigarette Tax Board and on the Agricultural & Forestal Advisory Committee.

## THE POSITION

Under the direction of the Director of Tax Administration, the Real Estate Director plans, organizes, and directs the activities of the Real Estate Division with the primary responsibility for administering the appraisal of all real property in the County.

## Responsibilities



Administers the Real Estate tax program, including the appraisal and assessment of all real property in the county, with particular attention to the review and coordination of appraisal work to ensure the maintenance of uniform standards and methods e.g., conduct of research, review of appraisals and property data, and evaluation of records/ income statements in order to establish fair market value and tax liability. Prepares a comprehensive forecast of the real estate market activity each year, published in June with periodic updates. Coordinates and directs the preparation of periodic revenue estimates used in forecasting current and future revenues for the Department of Management and Budget. Tracks supplemental assessments and exonerations to the main assessment book each year. Responds to citizen, Board of Supervisors member, and county staff inquiries. Directs the maintenance of statistical data to ensure all annual publications and other public information documents are current. Ensures the Real Estate Division web page is kept current with up-to-date information. Reviews proposed legislation and makes recommendations for changes to title 58.1, the Virginia tax code and the Fairfax County code. Prepares items for presentation to the Board of Supervisors. Other duties include, but are not limited to:

- Directs the review and coordination of appraisal work to ensure the maintenance of uniform standards and methods (e.g., conduct of research, review of appraisals and property data, and evaluation of records/income statements) to establish fair market value and tax liability;
- Directs the review and coordination of appraisal work to ensure the maintenance of uniform standards and methods;
- Directs the development of new or revised office procedures and forms;
- Prepares the proposed work program and budget for the division;
- Reviews and makes determination on assessment appeals;
- Testifies as expert witness in court on real property assessments;
- Directs the preparation of statistical and other reports;
- Selects, trains, and evaluates the performance of subordinates;
- Meets with civic and other interested groups on county assessment policies and practices.



## Minimum Qualifications

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in real estate, economics, business administration, or a related field, plus eight years of increasingly responsible experience in the assessment of real property for tax purposes, to include four years of direct supervisory experience.

## Certificates and Licenses Required

Certified General Real Estate Appraiser License from the State of Virginia or International Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) designation or comparable assessing designation.

## Preferred Qualifications

Possess experience or education in any of the following:

- Computer Assisted Appraisal Systems;
- Statistical Techniques;
- Developing real property appraisal plans;
- Forecasting revenue;
- Departmental budgets;
- Assessment of Public Private Partnerships (P3s);
- Appraisal of properties utilizing Tax Increment Financing (TIFs);
- Administering land use assessments (Agricultural and Forestal);
- Assessment of properties administered by a public housing authority;
- Application of laws governing the exemption of real property;
- Assessment of properties in Special Commercial Tax Districts.

## Physical Requirements

This position is primarily sedentary and may require lifting of up to 20 pounds with or without reasonable accommodations.

## Necessary Special Requirements

This position requires the appointee to submit to a criminal background check and a credit history check as a condition of hiring and periodically thereafter. Completion of a "Statement of Economic Interest" form at time of hire and annually thereafter is required.

## Selection Procedure

Panel interview.

## Compensation

The salary range is \$91,204.46 to \$152,006.61 and is negotiable based on the knowledge and experience of the selected candidate. The county's benefits include:

- Fairfax County Employees' Retirement System (defined);
- A variety of benefit plans including health, dental, vision, flexible spending, long-term care;
- Deferred compensation;
- 12 days of annual holidays;
- Group term life insurance;
- Paid leave (sick and vacation);
- Volunteer Leave;
- Employee Assistance Program;
- Employee's Child Care Center;
- Fitness center;
- Flexible work schedule;
- Telework;
- Transportation subsidy;
- Discounted educational programs;
- Credit Union.



# FAIRFAX COUNTY POPULATION AND WORKFORCE CHARACTERISTICS

## POPULATION

Population: 1,148,433  
Portion of population that is foreign-born: 31.2%  
Households: 393,358  
Average persons per household: 2.86  
Median age: 38.1  
Persons 5 and older who speak a language other than English at home: 39.2%

## WORKFORCE

Civilian labor force: 638,964  
Unemployment rate: 2.3%  
Residents working in Fairfax County: 54.4%

*Statistics courtesy of Fairfax County's Economic Development Association and US Census Bureau.*

## How to Apply

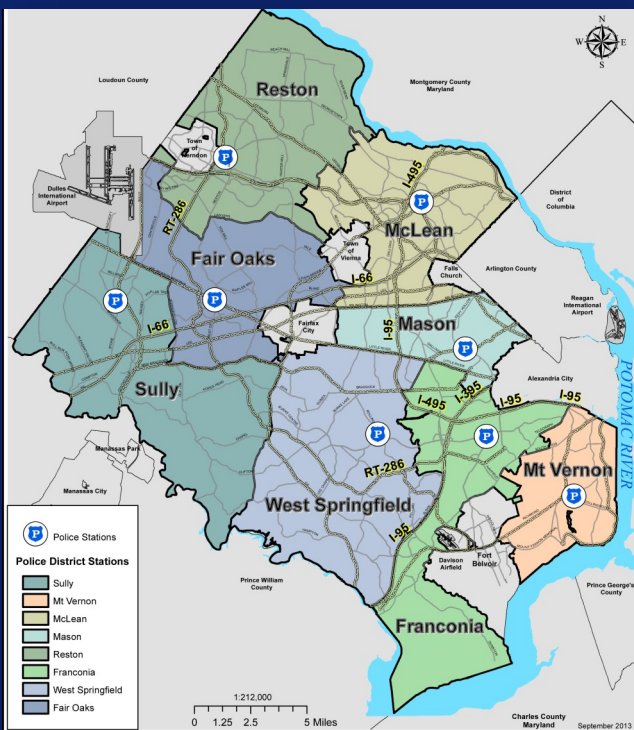
Apply online at:

<https://www.governmentjobs.com/careers/fairfaxcounty>

Refer to **Job # 18-01503** when applying. Deadline to apply is August 17, 2018 by 5:00 p.m. EST.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 711. EEO/AA/TTY.





# FAIRFAX COUNTY DEPARTMENT OF HUMAN RESOURCES

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