

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Deputy Assessor

CLASS CODE: 1435

GENERAL DESCRIPTION OF DUTIES:

Incumbents assist with long-range and implementation of assessment operational procedures and perform Assessor duties in his/her absence.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Fiscal Series – Assessment Management Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for assisting with managing assessment activities and supervisory personnel, and performing Assessor's duties in his/her absence.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Oversees, assists and audits tax rate calculations and various reports required by the State.

Administers the department budget; prepares budget reports; manages, audits and reconciles accounts; oversees audit recommendation; posts entries and reconciles general ledger.

Oversees reassessment program planning and implementation.

Prepares reports to the State Tax Commission.

Reviews and signs all payroll documents, requisitions and expenditure vouchers.

Confers with city officials, other city departments, governmental agencies, professional organizations and individuals regarding assessment matters.

Serves on boards as directed by the Assessor.

Performs Assessor's duties in his/her absence.

May perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, including first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to start, stop, operate and monitor functioning equipment, machinery and tools such as calculator, fax machine, microfiche reader, photocopier, computer terminal, telephone and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as personnel records, performance appraisals, personnel policies, payroll records, ledgers, vouchers, budgets, audit reports, Tax Commission forms, directories, maps, real estate records, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; perform mathematical operations involving basic algebra; interpret and develop descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes to clearly distinguish objects and sounds to communicate with others.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.