



County of Santa Clara

GOVERNMENT CENTER

COUNTY OF SANTA CLARA

Division Chief, Office of the Assessor

Salary Range: \$142,102 - \$182,134

This is an outstanding opportunity for a creative and innovative professional to make a difference through true innovation and entrepreneurship – public and private sector candidates alike are welcome to apply.



SILICON VALLEY

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County’s population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area.

COUNTY OF SANTA CLARA

The elected Board of Supervisors establishes policies to address issues that affect the day-to-day operation of County government, and is responsible for an annual operating and capital improvement budget of more than \$9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley, with approximately 22,000 employees.

Community Resources

Santa Clara County Website www.sccgov.org

About Santa Clara County www.sccgov.org/sites/scc/pages/about-the-county.aspx

San Jose Neighborhoods www.sanjose.org/neighborhoods

Housing www.sccaor.com/housing-stats/

Schools <http://publicschooldirectory.sccoe.org/>

San Jose Convention and Visitors Bureau www.sanjose.org/

Santa Clara County Parks www.parkhere.org



ASSESSOR’S OFFICE

In accordance with the State Constitution, the Assessor is directly elected and independent of the County Board of Supervisors and County Administration.

The Assessor’s Office, under the direction of the elected Assessor, Lawrence E. Stone, is responsible for the annual assessed valuation of all real and business personal property within Santa Clara County. Based upon the total net assessed valuation, the County of Santa Clara is the fourth largest county assessment jurisdiction in California with an annual assessment roll of \$551 billion. The office employs 274 people and has a budget in excess of \$41 million. The assessment roll, which includes more than 500,000 roll units of real property and business assessments, is the basis upon which property taxes are levied. In 2020, the work of

the Assessor’s Office generated nearly \$6 billion in property tax revenue. In turn, this vital revenue supports basic public services provided by schools and local governments, which serve as the basic foundation of the region’s quality of life.

STANDARDS, SERVICES AND EXEMPTIONS DIVISION

The Mission of the Standards, Services and Exemptions Division is to support the production of the annual assessment roll by efficiently providing accurate and timely information on property ownership, reappraisability, and appeal information to the Real Property and Business Divisions in accordance with legal mandates; and provide accurate, timely assessment information and explanations, in a courteous manner, to the general public and other public agencies; and timely exemption information to qualifying exempt properties/property owners. To accomplish this mission, the division:

- » Provides general ownership information
- » Maintains and updates ownership database
- » Identifies geographically all property in Santa Clara County
- » Determines reappraisability of all changes in ownership
- » Provides courteous, professional and timely customer service
- » Assists eligible individuals and organizations in receiving exemptions
- » Verifies that exemptions are consistent with legal mandates
- » Maintains property and mailing addresses
- » Assures adequate monitoring of assessment practices

In 2020, the Division, comprised of 63 assessment professionals, processed and analyzed 65,000 title documents, resulting in nearly 20,000 reassessable transactions, investigated and granted 4,200 property tax exemptions for non-profits, and created 2,103 new parcels.

THE POSITION AND IDEAL CANDIDATE

We are seeking a results-oriented leader with proven change management experience transforming internal and public-facing operations. Specific experience within an Assessor's Office is not required. Management experience in finance, real estate, government operations administration, may be helpful.

The Division Chief, Office of the Assessor, working under general direction from the Assistant Assessor, plans, organizes, coordinates, and directs the activities of the Standards, Services and Exemptions Division. The position recommends, develops, implements, and evaluates goals, objectives, policies, and procedures related to those operations; manages the activities of professional and clerical staff; coordinates systems, activities and procedures with other divisions, departments, and outside agencies; and provides assistance to the Assessor.

The Division Chief also:

- » Develops, assesses, and implements strategies to enhance divisional performance. Manages change, improves processes, redesigns organizational structures, and clarifies roles and accountabilities
- » Consults with and assists the Assessor and Assistant Assessor in the development, revision, and implementation of department policies and procedures, and directs related studies, including written policy and procedures development
- » Prepares or assists with the preparation of the divisional budget
- » Responds to complex inquiries from the public regarding assessment, auditing, and appraisal practices
- » Analyzes new and revised statutes and proposed legislation to determine effects on the department and/or the County

The Office of the Assessor is committed to modernization and is looking for a talented professional to lead them through identifying and implementing appropriate improvements. The ideal candidate will be energetic and enthusiastic about innovating the operation, structure, and culture of the Standards, Services and Exemptions Division. They will have the ability and willingness to develop new and unique solutions to meet evolving challenges. Undeterred by conflict, they will manage the expectations of staff and affect a desire to grow and improve. The new Division Chief will need to build a strong collaborative team to successfully navigate the difficulties associated with change while still maintaining excellent products and services. Prior experience working with labor unions on transforming a division or department would be beneficial as would experience with streamlining workflows.



EXPERIENCE AND EDUCATION

Development of the required knowledge and abilities would *typically* be acquired through education and experience equivalent to a **bachelor's degree** in public or business administration, or a related field and a minimum of **five years** recent experience managing/supervising a major unit in an Assessor's office (i.e. Real Property Appraisal District; Business Property Audit Unit; Standards, Services, or Exemptions), or **seven years** of financial management experience in a medium to large organization. At least **two years** must include managing staff within a medium to large division of the organization. The Office of the Assessor is open to a wide variety of professional backgrounds – prior government experience is not necessarily required.

Positions require acquisition, within one year of appointment, of a permanent Property Tax Appraiser Certificate issued by the California State Board of Equalization. Advanced certification by the California State Board of Equalization as either an Appraiser or Auditor-Appraiser is highly desirable.

COMPENSATION AND BENEFITS

The annual salary range for this position is **\$142,102 - \$182,134**. Appointment within the salary range will depend on the qualifications of the successful candidate. In addition, the County offers a generous Executive Management benefit package that includes:

- » **Retirement:** Membership in California Public Employees' Retirement System (CalPERS)
Note: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is \$126,291): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$285,000 for 2020. Limits subject to change.
- » **Health Insurance:** Kaiser, HealthNet, or Valley Health Plan
- » **Dental/Vision Insurance:** Single and family premiums fully paid. Delta or Liberty Dental/VSP Plan
- » **Life Insurance:** \$200,000 Double Indemnity Term coverage paid by the County
- » **Annual Leave:** 36 days per calendar year and Annual Leave "Cash-Out" Program
- » **Holidays:** 13 paid holidays per calendar year
- » **Administrative Leave**
- » **Deferred Compensation:** Plan available (Fidelity-457)
- » **Relocation Assistance**

As a revenue generating unit of the County, the Office of the Assessor is committed to providing exceptional tools and training for its staff in an effort to foster a positive work environment and career development opportunities.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The initial review of resumes will occur on **Wednesday, December 16, 2020**. To be considered for this opportunity, please submit a cover letter, resume, and a list of six professional references via:

<https://secure.cpshr.us/escandidate/JobDetail?ID=1703>



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the County. Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by County Executive Services.

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.