



# Valuation Manager

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 731  
Supervisory: Supervisor  
Reports to: Chief Deputy - County Assessor

### Summary

Under direction of the Chief Deputy - County Assessor, supervises the valuation of all real property in Utah County. Trains and supervises staff on mass-appraising theory and best practices. Ensures the valuation process is completed in accordance with industry standards as dictated by Utah State law, Uniform Standards of Professional Appraisal Practice, and the International Association of Assessing Officers. Ensures real property sales are categorized for use in valuation using the sales comparison, cost approach, and income approach methods. Incumbents serving in this classification are responsible for the management and submission of the annual assessment roll and represent the Utah County Assessor at hearings, meetings, and events, as directed.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Oversee staff tasked with managing the different aspects of valuation, creation, reporting and defense.
6. Ensure staff follow the Uniform Standards of Professional Appraisal Practice (USPAP) and the International Association of Assessing Officers (IAAO).
7. Design and execute mass-valuation models using statistical regression, market adjusted cost, and/or similar methods.
8. Coordinate defense of assessed values in Board of Equalization meetings at both the County and State level.
9. Ensure sales data is regularly reviewed, validated, and useful for valuation modeling.

### For Office Use Only

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Job Title: Valuation Manager  
FLSA: Exempt  
Effective Date: 11/17/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

10. Assist staff with understanding statistical tests and mathematical logic used in the sales ratio reports required by the Utah State Tax Commission.
11. Ensure staff are trained to calculate property values using the three approaches to mass-appraisal, including statistical regression, capitalization rate, and costing techniques as done by Marshall and Swift.
12. Ensure centrally assessed real property within Utah County is completed by the Utah State Tax Commission.
13. Ensure accurate completion and timely delivery of the assessment roll; manage schedule, deadlines, assignments, and deliverables; monitor ongoing market changes; conduct frequent mass-valuation of real properties; ensure assessment roll meets sales ratio statutory obligations; include real property centrally-assessed values received from the Utah State Tax Commission
14. Ensure data extracted from the computer-assisted mass appraisal (CAMA) database using SQL is accurate and in the appropriate format; coordinate with staff, as needed.
15. Ensure required reports are submitted to the Utah State Tax Commission, Utah County departments, and other related organizations as required by Utah State law; submit valid code report, submit sales ratio study, identify and report RDA properties; report new growth; submit statements of taxable value and changes in value per taxing entity.

#### **Knowledge, Skills, and Abilities**

- Knowledge of state statutes related to assessment
- Knowledge of the Uniform Standards of Professional Appraisal Practice
- Knowledge of accounting principles and practices
- Knowledge of supervisory techniques
- Knowledge of mass appraisal principles, trends, and best practices
- Knowledge of business office operations
- Knowledge of principles and practices of appraisal, taxation, geographic information systems, statistical analysis, and valuation modeling
- Knowledge of SQL
- Skilled in utilizing geographic information systems programs
- Skilled in utilizing aerial imagery programs
- Skilled in creating valuation models
- Skilled in Microsoft Office programs, including Excel, Word, and Outlook
- Skilled in using statistical programs, such as R, SPSS, Python, or SAS
- Skilled in using computer-aided mass appraisal systems, such as PUMA
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to maintain confidential files, records, and reports associated with personal and real property
- Ability to communicate effectively verbally and in writing

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**Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

**Work Environment**

Work is divided between an environmentally controlled office setting and field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, filing cabinets, and measuring devices. Work exposes incumbent to possible bodily injury while conducting field work. Work may expose incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee may at times be required to physically inspect remote locations in the County. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

**Position Type/ Expected Hours of Work.**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in statistics, mathematics, economics, or a closely related field.
2. Six (6) years of experience in real property valuation, including three (3) years of experience in building and using mass-appraisal models.
3. Three (3) years supervisory experience, including a proven record of training others in mass-appraising and statistical theories.

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**Preferred Education and Experience**

1. Preference may be given to applicants with a master's degree in statistics, mathematics, economics, or a closely related field.
2. Preference may be given to applicants with a Certified General Appraisal license from the Utah Division of Real Estate.
3. Preference may be given to applicants with experience working for a government entity.

**Additional Eligibility Qualifications**

1. Applicants must possess licensure as a Certified Residential or Certified General Appraiser from the Utah Division of Real Estate.
2. Applicants must not have any disciplinary actions from the Appraisal Board of Review, pending or otherwise.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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