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Assessment Manager

JOB CODE	JOB FAMILY	PROFILE
JCM402	**Property & Real Estate**	**Assessment Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**October 15, 2026**

The Assessment Manager directs and monitors a wide range of complex departmental management support services and activities. Directs, plans, and organizes the provision of appraisal and administrative support in areas such as personnel, fiscal management, property management, and information systems. Employee supervision includes hiring, training oversight, performance assessment, coaching, disciplinary actions, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, plans, and organizes the provision of appraisal and administrative support in the areas of personnel, fiscal management, property management, and information systems.
- Plans, analyzes, and recommends courses of action for the functions of an automated assessment office, including digitized mapping and graphics, a computerized appraisal records system, administrative support, and revaluation operations planning and coordination.
- Recommends, develops, and monitors internal policies and procedures; develops goals and objectives; and resolves complaints referred by staff.
- Coordinates administrative support activities and assists deputies and section managers in developing departmental workflow schedules.
- Manages, trains, and evaluates staff performance.
- Directs and assists staff in resolving complex property assessment matters.

- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Nine (9) years of work experience in property appraisal work.
- Two (2) years of experience in a management role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- The majority of essential duties are performed indoors in a temperature-controlled environment.
- Indoor working surfaces are even and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Work hazards or potential work hazards include those associated with a public-facing government facility, including exposure to noise and dangerous situations that could result in serious bodily injury or other health hazards.
- Flexible work hours may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes a telephone, computer, fax machine, typewriter, photocopy machine, and communication equipment.

- Materials and products handled include a wide variety of forms, paperwork, reports, money, various writing utensils, and other basic office supplies.
- Employee may occasionally handle first aid and oxygen equipment.