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Re-appraisal Manager

JOB CODE	JOB FAMILY	PROFILE
JCM337	**Property & Real Estate**	**Re-appraisal Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 15, 2026**

The Reappraisal Manager coordinates and manages the reappraisal of commercial, residential, vacant, and personal property. This role involves frequent public contact and clear explanation of policies, procedures, and applicable County and State laws. The position supervises employees through hiring, training, performance evaluation, coaching, and disciplinary actions, including terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs and coordinates the work of appraisal staff to ensure accurate and consistent performance.
- Establishes procedures, data parameters, and appropriate factor tables and levels.
- Performs regular quality checks to maintain accuracy and equity in appraisals.
- Coordinates mapping and graphic support with the GIS section.
- Advises appraisal staff on technical or procedural issues.
- Reviews completed appraisals for accuracy and compliance.
- Implements and oversees statutory reappraisal procedures.
- Follows property tax division guidelines to ensure reappraisals comply with state law.
- Assists the public with questions or concerns about property valuations.

- Trains staff and ensures that all work meets established standards and procedures.
- Conducts periodic field checks to evaluate staff performance.
- Monitors financial markets, vacancy rates, mortgage terms, and other relevant economic data.
- Collaborates with other sections of the Assessor's Office as needed.
- ***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 Planning, Public Administration, Business Administration, Engineering, Architecture, or a related field.
- Six (6) years of work experience involving progressive responsible property appraisal experience, ad valorem assessment office performing commercial and residential assessments and reappraisals.
- Two (2) years of experience in a supervisory 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

- Performs duties primarily indoors (approximately 85–90%) and occasionally outdoors (10–15%).
- Works indoors in a temperature-controlled environment; outdoor work involves exposure to varying weather conditions.
- May encounter dust, mists, and other environmental elements while performing appraisal work.

- Works on even and dry surfaces indoors, including carpet and tile; outdoor surfaces may be uneven, wet, inclined, or consist of natural ground, asphalt, or concrete.
- Most tasks are performed independently, with occasional team collaboration.

EQUIPMENT, TOOLS AND MATERIALS

- Use of standard office equipment such as a calculator, computer, keyboard, telephone, copier, and fax machine.
- Operates a vehicle occasionally when traveling between properties.
- Use of tools such as measuring devices, clipboards, writing instruments, blueprints, and architectural scales at appraisal sites.
- Handles typical office materials including documents, writing utensils, and general office supplies.