



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>CAMA Program Manager</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Assessor</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Assessment</u>	<b>JOB CODE:</b> 101	

**DEFINITIONS:**

With limited supervision, develops programs and maintains appraisal database, and conducts quantitative analysis of mass appraisal systems.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Develops procedures for the efficient flow and tracking of accounted parcels, new construction, and fulfilled state requirements within the Assessor’s Office; develops computer programs and system queries for use in the performance of the developed procedures; performs market analyses for use in the calibration of computer cost, land valuation, and multiple regression models.

Performs market modeling to develop coefficients for use in comparable sales analysis; develops and loads parameter sets required by the CAMA system; runs CAMA programs.

Performs end of year processing by systematically updating values on the assessment administration files for parcels which require change of value; performs research and updates tables for use in valuation of personal property; analyzes survey data, source maps and photographs, computer or automated mapping products, and other records to determine location and names of features.

Develops computer programs and system queries for reports provided to other governmental agencies or the public; maintains sales files, building permit tracking files, and digital photo files.

