

COUNTY OF YORK

MEMORANDUM

DATE: February 11, 2025
TO: York County Board of Supervisors
FROM: Mark L. Bellamy, Jr., County Administrator
SUBJECT: County Assessor Recruitment Update

MLB

Following the retirement of our former County Assessor this past July, we were unsuccessful in our recruitment efforts to find a qualified, suitable candidate to meet our needs. As a result, we retained Baker Tilly to assist York County as they specialize in public sector executive recruitment.

Baker Tilly has worked with staff on the development of the recruitment brochure, which has now been advertised. Candidates will apply directly to Baker Tilly, who will conduct a first review of applications after March 10, 2025.

We are hopeful that their efforts will introduce highly skilled, qualified candidates. As desired by the Board, our plan is to refer the top candidate(s) to the Board of Supervisors for consideration upon successful completion of the vetting process.

Attachment:

- County Assessor Recruitment Brochure



COUNTY ASSESSOR

York County, Virginia

THE COMMUNITY

Located along the York River in southeastern Virginia, York County is one of the state's oldest and historically significant counties. It is in the heart of the Historic Triangle, which includes Jamestown, Williamsburg, and Yorktown, and is known for its high quality of life and reasonable cost of living. York County currently ranks as one of the Best Counties to Live in America (Niche) with its diverse economy, affordability, and award-winning schools.

Along the southeastern coast of Virginia, York County stretches 27 miles from Williamsburg to Hampton and covers 106 square miles. This growing community is in a strategic location, with easy access to major airports, roads, and waterways. Sitting just south of Williamsburg, the County is 20 minutes from the Port of Hampton Roads and less than one hour from major cities including Richmond and Virginia Beach.

The County's strong economic infrastructure and business-friendly policies have led to a diverse and thriving local economy. Tourism is an integral part of York County's economy, with major attractions such as Great Wolf Lodge, Water Country USA, the American Revolution Museum at Yorktown, and the historic Yorktown Battlefields attracting visitors from around the world. In addition to being a major tourist destination, the County is also home to major military and healthcare facilities. Major County employers include Naval Weapons Station Yorktown, York County School Division, U.S. Coast Guard Training Center, York County Government, and Sentara Williamsburg Regional Medical Center.

With multiple award-winning schools and some of the highest student achievement scores in the state, it is no surprise that York County School Division is recognized as one of the best public-school systems in Virginia. Superb higher education institutions and professional healthcare also are in close proximity including The College of William & Mary and Christopher Newport University.

York County uniquely blends both historical and modern-day attractions, offering its residents a wide variety of recreational and outdoor activities. In addition to its numerous historical sites and museums, outdoor enthusiasts will appreciate the numerous public parks, designated bikeway paths, and beautiful public beach. Historic Yorktown's mile-long pedestrian Riverwalk is the perfect place for casual strolling or serious power walking. Anglers can enjoy the free public fishing pier that is open year-round.

York County's population is 70,952 and the median household income is \$105,154. Primary population demographics include White (68.1%), Black/African American (13%), Hispanic (7.3%), and Asian (6.1%). The median value of owner-occupied housing is \$414,600.



THE ORGANIZATION

York County is governed by an elected Board of Supervisors that establishes policies for the administration of the County. In addition to a high-performing staff, the Board of Supervisors is assisted in achieving its mission by a highly engaged and connected citizenry. Hundreds of community volunteers serve as Board appointees on various committees and commissions, with tens of thousands of volunteer hours recognized every year for time given to County programs, services, and events.

The Board consists of five members, each representing one of the County's five districts, elected to serve four-year terms by voters in their respective districts.

The Board's Strategic Priorities are:

- Exemplary Public Safety
- Excellent Educational Opportunities
- Value-Driven Economic Development
- Maximizing Outstanding Communications and Customer Service
- Environmental Stewardship with a Focus on Resiliency
- Quality Technology Investments

The County Administrator is appointed by the Board and serves as the chief administrative officer, overseeing the County's daily operations and workforce. The County Administrator is responsible for preparing and managing the annual budget, implementing the fiscal policies set by the Board, providing administrative support to the Board, and representing the County in regional initiatives.

The County's culture is welcoming and collaborative, where employees at all levels and in all departments help one another. The County Administrator and leadership team are known for supporting employees and freely giving accolades and recognition.

York County has approximately 1,100 employees, a FY2025 Adopted General Fund budget of \$188 million, Special Revenue Funds budget of \$16.9 million, Debt Service Funds budget of \$21.9 million, Capital Project Funds budget of \$17.2 million, Internal Service Funds budget of \$29 million, and an Enterprise Funds budget of \$23.9 million.



THE POSITION

Appointed by the Board, the County Assessor reports to County Administration. This position directs an effective and comprehensive assessment program and team for the County and is responsible for appraising real property and representing the Real Estate Assessment office before governing bodies, taxpayers, and the general public.

The County Assessor is responsible for all administrative and management functions in the Real Estate Assessment office including preparing and managing the \$1 million budget and leading a team of six employees. 2025 Fiscal Year projections include the assessment of 26,000 parcels, and 840 tax exempt parcels, and the construction of 200 new housing units.

The County Assessor plans, supervises, and participates in the biennial reassessment of real property in the County, which includes developing and overseeing the appeals process for taxpayer challenges to assessments and ensuring all properties are appraised equitably and at fair market value. The position will appear before the Board of Equalization and other judicial proceedings to explain and defend assessment values as required.

The County Assessor also appraises complex parcels of property such as commercial and industrial or tax-exempt properties and determines functional and physical depreciation of the structure and the grade of the structure according to a predetermined scale. The position maintains land use records, coordinates proper designation of land uses and ownership, and ensures that property records accurately reflect any changes related to land use, including improvements or land subdivisions.





THE POSITION *continued*

Other duties performed by the County Assessor include:

- Managing the maintenance of records, both electronic and hard copy, pertaining to all real estate in the County, including those related to land use.
- Collecting inputs and maintaining the real property data in an accurate and timely manner.
- Providing real estate-related data and information to taxpayers, real estate professionals, and various county agencies.
- Assisting other areas of York County government with real estate matters, to include damage assessments in cases of natural disasters.
- Promoting transparency of County government by adding detailed sales information to the division website.
- Maintaining professional knowledge of appraisal practices and techniques as well as residential and commercial cost manuals.

The Real Estate Assessment office is responsible for accurately and equitably assessing the residential and commercial real estate within York County. Its mission is to prepare a highly accurate database of real property assessment information to enable the fair and equitable distribution of the real property tax levied by the Board of Supervisors. In addition to preparing the County for the next reassessment year, the current 2025 Fiscal Year Goals are to:

- Provide property information more effectively by continuing to add information to the Real Estate Assessment website.
- Provide training and continued education for personnel to promote growth and development among staff.
- Deploy the most accurate and efficient assessment tools to collect and measure property information and compute values.

DESIRED CAPABILITIES

The County Assessor will be an approachable, personable leader who can build rapport with others, including home and business owners, and facilitate a positive image of the County and the Real Estate Assessment's office and programs. The ideal candidate will use their strong technical knowledge and excellent communication skills to make effective presentations to the Board of Supervisors and civic and community groups that often involve explaining complex information, data, and decisions. In addition, the County Assessor will be a hands-on professional skilled at effectively managing and de-escalating sensitive situations using diplomacy, tact, and sound judgment.

This tech-savvy individual will use data to drive decision making and enhance operations. The new County Assessor will collaborate and partner with peers, assisting with real estate-related matters across the organization, and become an engaged member of the County's leadership team. They will be an empathetic listener and supportive manager who mentors staff, models the behaviors expected in others, and is calm under pressure and times of stress.

The ideal candidate is hands-on with broad and deep knowledge of real estate principles and practices; cost, income, and market methods of appraising property; use of computer appraisal software and systems; and familiarity with and understanding of redevelopment.



LEADERSHIP OPPORTUNITIES

Priorities for the new County Assessor include:

- Overseeing the 2025 Assessment process and addressing any challenges that arise; providing clear direction to staff to meet critical deadlines.
- Conducting a thorough review of the Real Estate office's use of Vision CAMA software which has been in place for two years. The focus will be on identifying opportunities to enhance efficiency, effectiveness, and service delivery.
- Gaining an in-depth understanding of key commercial businesses within the community and identifying specific areas of focus that may require additional attention, support, or strategic focus.
- Building and fostering relationships with employees, County officials, and other key stakeholders to establish trust and develop collaborative partnerships that support the broader goals of the County.

EDUCATION AND EXPERIENCE

A bachelor's degree in business administration, public administration, accounting or related field plus five to seven years of experience in assessment and appraisal in the public sector along with three years of supervisory experience is required. At time of hire, the individual selected must also meet the qualifications to be certified as the York County Assessor by the Virginia Tax Commissioner.

Certification as either a General Real Estate Appraiser by the Commonwealth of Virginia or Certified Assessment Evaluator designation from the International Association of Assessing Officers or the ability to obtain such certification within six month of hire date is required.

Possession of a valid driver's license issued by the Commonwealth of Virginia with good driving record is mandatory.

COMPENSATION AND BENEFITS

The salary range for this position is \$93,311-\$107,950. The County offers a comprehensive and generous benefits package including participation in the Virginia Retirement System (VRS) with benefits funded through employer contributions and employee contributions of 5% of base pay, paid leave (up to 80 hours of paid leave may be advanced), 14 paid holidays, health, dental, vision and life insurance and option to enroll in many other benefits and contribute to a 457 deferred compensation plan.

The County invests in and rewards employees through programs such as leadership academies, training and development opportunities, degree tuition reimbursement, certification pay incentives, employee referral, wellness and other incentives, and a robust employee assistance program.

The new County Assessor will establish residency in York County within 12 months of their hire date. The County will provide reimbursement of up to \$7,500 for moving and relocation expenses.





APPLICATION PROCESS

Qualified candidates please submit your cover letter and resume online at:

www.governmentjobs.com/bakertilly/careers

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than March 10, 2024. For more information, please contact Jennifer Curtis at jennifer.curtis@bakertilly.com or by calling 512.982.3408.

For more information about York County, please visit www.yorkcounty.gov.

York County is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, services, programs and activities.

