



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**CAMA PROGRAM MANAGER**  
REAL ESTATE ASSESSOR

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for administering the computer aided mass appraisal (CAMA) software for the City of Newport News, to include maintaining model specifications and calibrations for annual real estate sales and cost assessments. Develops programs, maintains appraisal database, and conducts quantitative analysis of mass appraisal systems. Reports to the Deputy Assessor.

## **ESSENTIAL JOB FUNCTIONS**

Develops and maintains CAMA valuation models for residential real properties. Makes recommendations that help enhance market model functioning to maximum performance. Develops and determines market trends for neighborhoods; Participates in statistical studies to include market and depreciation trend analysis, and cost index.

Interprets data to develop and maintain appropriate boundaries and equalization standards within neighborhoods. Systematically updates administration files for parcels' value changes; performs research and updates tables for use in valuation of real property; analyzes survey data, source maps and photographs, computer or automated mapping products, and other records.

Oversees the City's residential sales file process ensuring validity of all data/methodology used to include market modeling and market value transactions monitoring; Performs quality control of real property sales assigned to appraisers for verification.

Determines appropriate regression variables and coefficients when calibrating market models; develops and tests various functions within the CAMA system to include: loading of parameter sets and system queries to ensure credible production of value estimates.

Develops computer programs and system queries for reports provided to other governmental agencies or the public.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## REQUIRED KNOWLEDGE

- Real Estate Appraisal - Basic knowledge of the principals, practices, methods, and techniques of appraising and assessing real estate.
- Technology - Thorough knowledge of computer systems and business applications. Thorough understanding of data processing and practices related to applications development and programming. Knowledge of SQL and software applications.
- Project Management - Knowledge of planning, organizing and managing resources to bring about the successful completion of specific project goals and objectives.
- Customer Service - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

## REQUIRED SKILLS

- Critical Thinking - Uses logic and reasoning to understand, analyze, and evaluate situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Judgment/Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.

## REQUIRED ABILITIES

- Time Management - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Communication - Excellent ability to communicate complex technical ideas and proposals effectively so others will understand to include preparation of reports, schedules, documentation and graphics. Ability to listen and understand information and ideas presented verbally or in writing. Ability to read and interpret a variety of plans, codes, specifications, regulations and standards; to interpret policies, standards and regulations; and to perform research.
- Accounting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

## EDUCATION AND EXPERIENCE

Bachelor's Degree with major coursework in Real Estate, Finance, Economics, Computer Science, Statistics or a closely related field and 3 -5 years of experience in real estate appraisals and statistical modeling or an equivalent combination of experience and education. Experience with data modeling in a modern CAMA system is preferred.

## **ADDITIONAL REQUIREMENTS**

Acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENT**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.