

Roderick K. Conley, AAS, RES, GCA

Looking to leverage my knowledge and experiences into an opportunity that will afford me the ability to demonstrate excellent administrative, analytical, managerial, and strategic skills while also displaying leadership abilities that focuses attention to detail and accuracy with commitment to quality standards.

Experience Chief Appraiser

2012 – Present Chatham County Board of Assessors Savannah, GA

- Responsible for directing, planning and managing the operations and personnel of the Tax Assessors' Office.
- Interprets appraisal and assessment guidelines, policies and procedures as prescribed by Georgia law, the Georgia Department of Revenue, the Georgia Department of Audits, and the Chatham County Board of Assessors.
- Ensuring completion and accuracy of appraisals for real and personal property.
- Develops and monitors department budget. Plans and develops department goals and objectives.
- Supervises subordinate personnel including counseling, disciplining, and evaluating performance and reviews work to ensure compliance with appropriate guidelines.
- Testifies before the Board of Equalization, Hearing Officer, Arbitration, Mediation and Superior Court as necessary.

Property Appraiser Supervisor

2005 – 2012 DeKalb County Board of Assessors Decatur, GA

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, direct work, counseling, disciplining and completing employee performance appraisals.
- Performs more difficult and complex appraisals of residential, commercial and personal property by using cost, market, and the income approaches to value.
- Assigns appraisals to staff, reviews completed work to ensure quality and accuracy including new construction, appeal defense, field reviews, data entry documentation, scaled drawings, and component classifications.
- Advises appraisers in varied areas such as quality class, Board of Equalization preparation, court preparation and specific problems within a neighborhood.
- Assist in the development and supervises the implementation of major programs impacting the division.

- Responds to questions from taxpayers in both verbal and written format, meets with public to discuss and/or explain appraisal process and methods used in evaluating properties, appears in court and hearings as expert witness.
- Supervises evaluation of all residential, commercial and personal property in the county.
- Prepares refunds for prior year including research, documentation, calculations and refund preparation. Performs training of new employees.

Real Estate Associate Broker

2003 - Present Tia Investments/Quest Realty Decatur, GA

- Real estate sales (property listings, property sales, property rental listing and rental collection).
- Advertising and promoting product/ properties through exhibits, sales meetings, client support/ input and assisting where management expertise is required.
- Assisted in monitoring company's sales and performance, including business issues while suggesting recommendations for corrective action.
- Responsible for product/ property management, pricing recommendations, comparison market analysis, customer needs analysis and existing listed property improvements.
- Identifying new product/property opportunities, making recommendations according to market demand, while ensuring the development, accuracy, and timely distribution of product/property related sales information in order to present the benefits and competitive advantages of products to our customers.
- Manages competitive fact gathering, dissemination, and appropriate communication efforts to insure all related product/ property decisions are made with complete and accurate competitive information.
- Participation in sales training programs and content.

Education

- 1998-1999 Piedmont College Demorest, G.A.
B.A., Business Management
Graduated GPA: 3.44

Interests/Abilities

Mentoring youth, coaching, and traveling. Self starter, motivated, goal-oriented, and the ability to motivate and train others.

Accomplishments/Skills

International Association of Assessing Officers Membership
International Association of Assessing Officers – AAS Designation
International Association of Assessing Officers – RES Designation

Georgia Association of Assessing Officers Membership
Georgia Association of Assessing Officers – GCA Designation
Georgia Association of Assessing Officials – District Representative (former)
Georgia Department of Revenue – Appraiser IV Certification
IAAO Hotel Appraisal Seminar Certificate
Leadership Foundations – People Development Certificate
Word, Excel, Access, PowerPoint, Oasis, RealWare
Athletic Scholarship – Basketball (Team captain)