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**Deputy Director of Real Estate (Hybrid eligible)**  
**Compensation: Commensurate with experience**  
**Employment Status: Full-time**  
**FLSA Status: Exempt**  
**Civil Service Status: Unclassified**

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The Franklin County Auditor's Office is seeking Deputy Director of Real Estate to join the Real Estate team.

**Who are we?**

The Franklin County Auditor's Office is dedicated to serving the community by ensuring fairness and accuracy in weight and measures across the county. Our mission is to protect and empower consumers, making sure they receive what they rightfully pay for at gas pumps and retail store scanners. As a trusted steward of county finances, we strive to promote fiscal responsibility and innovative initiatives that benefit all residents of Franklin County.

In addition to these important responsibilities, we assess property values to determine fair property taxes, while also working to provide tax relief for senior and citizens who are disabled. We understand the importance of supporting vulnerable populations and strive to make the process as accessible and accommodating as possible.

We are committed to upholding state regulations by ensuring that our furry friends are licensed. As required by state law, we proudly license dogs, recognizing the significance of responsible pet ownership within our community.

At the Franklin County Auditor's Office, we value the diversity of our residents and businesses and strive to create an environment of fairness, inclusivity, and equity in all our endeavors.

**What will you do?**

Assists the Director with creating departmental initiatives; monitors attainment of objectives; ensures compliance with regulations and internal policies; establishes and keeps track of SMART goals for the Real Estate leadership team; assists with and/or conducts regular staff and one-on-one meetings with direct reports; fulfill duties as assigned by the Director.

Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants as necessary; recommends the hiring of job applicants; recommends discipline; evaluates performance; receives grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed, etc.). Assists Director with monitoring and ensuring the work tasks in all Real Estate departments are completed timely and accurately and resolves complex issues. Works with Real Estate supervisors and team leads to ensure staff is receiving proper training to be successful and efficient.

Actively assists and provides hands on support to the areas supervised in order to meet critical deadlines.

Manages cross-divisional collaboration within the office to ensure statutory obligations are met regarding real estate mailings, reports, and the like; oversees work with county partners and assists with vendor management.

### **Who should apply?**

We encourage individuals with possession of a bachelor's degree or higher from an accredited college or university; three (3) or more years of related experience and/or training; real estate, appraisal or legal background preferred; prior supervisory experience preferred or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

### **Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.**

We believe in the power of diversity and inclusivity, and we want to create an exciting and equitable environment for all. You belong here, and we encourage you to apply today!

### **Why should you work here?**

We believe in providing an exceptional benefits package that recognizes the value of our employees: Some of our benefits include:

1. **Healthcare:** We offer a competitive medical, dental, and vision plan with low-cost deductibles.
2. **Public Loan Forgiveness:** As a public employee, your student loans can be forgiven after making the required monthly qualifying payments.
3. **Education Reimbursement & Training:** We invest in your growth and development by allowing you to expand your skills.
4. **Free-Parking Program/COTA Buss Pass:** Take advantage of the free parking program available through a lottery process annually; employees of the County get free weekday access to the Central Ohio Transit Authority (COTA) system.
5. **Wellness Incentive Program:** Our wellness incentive program rewards you with monetary incentives for engaging in healthy activities and maintaining a balanced lifestyle.
6. **Generous Time Off:** You deserve time for yourself and your loved ones. Enjoy 32 hours of personal leave per calendar year, 2 floating holidays, and 12 paid holidays annually. Additionally, accumulate sick and vacation leave for well-deserved breaks.
7. **Hybrid Work Schedule:** We understand the importance of work-life harmony. For most positions, we offer a hybrid work schedule that allows flexibility in where you work, promoting a healthy integration of personal and professional life.

**8. Emphasis on Diversity and Inclusivity:** We celebrate and embrace diversity in all its forms. Our office is committed to creating an inclusive and equitable environment where everyone feels valued and empowered.