

## **IAAO Course 400: Assessment Administration**

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment office. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the manager's role within an assessment organization including the processes of planning, directing, coordinating, organizing, budgeting, and evaluating better uses of human and physical resources. Topics include:

- Information, systems, and reappraisal
- Setting goals and objectives and maintenance
- Appeals, data processing, and public relations
- Personnel, budgeting, and report reviews
- Ratio studies, evaluations, and standards of practice

Text: *Property Appraisal and Assessment Administration* - \$40

Recommended: STC Appraisal Course 1 or IAAO Course 101

Instructor: Ron Gibbs, CAE, AAS

Dates: Monday, July 27 – Friday, July 31 (a.m.)

Location: Teton conference room – Wyndham Garden Inn Boise Airport

Hours: 32

Note: Bring a calculator and #2 pencil.