



YAMHILL COUNTY ASSESSMENT & TAX

535 NE 5th St., Room 42
McMinnville, OR 97128
Phone (503) 434-7521

Interoffice Memorandum Position Authority – Assessor’s Office

July 14, 2016

General Discussion

As Assessor Elect I will be transitioning to the role of County Assessor and Tax Collector this fall. Current Assessor Scott Maytubby and I are working together to ensure a smooth transition and business continuity for the Assessment and Tax Office. When I transition to Assessor Tax Collector, I will be vacating my current position as Yamhill County Chief Appraiser.

I would like to replace my position as Chief Appraiser with some temporary overlap until I take office the first of January. The Chief Appraiser oversees the County’s Mass Appraisal Program. The Program for Yamhill County is unique to Yamhill County had has been developed over decades. Business continuity is the focus as we not only transition positions, but we also are transitioning software. Bringing this position on now allows for my replacement to get sufficiently acclimated to the staff and mass appraisal program before I transition to Assessor and Tax Collector.

Budget Impact

There are adequate funds allocated to multiple personnel positions that are vacant which would cover the additional expense associated with the position overlap.

Summary Conclusion

I am seeking positions authority of .4 FET to open a recruitment for a replacement Chief Appraiser. The overlap in position for Chief Appraiser will assist with a smooth leadership transition for the office of Assessment and Tax. The request for position authority would apply to August 9th through December 31st. The duration of the position would vary depending on the availability of a selected applicant.

Respectfully,

Derrick Wharff
Yamhill County Chief Appraiser
Yamhill County Assessor Elect

Accepted by Yamhill County
Board of Commissioners on
7.21.16 by Board Order
16-303