

JAMES E. MOLNAR

OBJECTIVE:

To utilize skills, education, and insight to aid in the development of my employer as a dynamic, vibrant, and successful organization that is locally and internationally recognized for leadership, economic improvement, hard work, ethics, respect and opportunity.

EDUCATION:

The University of Toledo - Toledo, Ohio

B.A., Economics with a minor in Business Administration, June 1996

M.A., Economics, December 2004

CERTIFICATIONS:

Assessment Administration Specialist (AAS): International Association of Assessing Officers: Designation denotes expertise in administering various functions for property tax purposes, real estate assessment, and tax policy matters.

PROFESSIONAL EXPERIENCE:

Director of Real Estate Assessment Administration & Project Management-Lucas County Auditor Office- January 2009-April 15, 2022

- Assist taxpayers, attorneys, government officials, and general public regarding various questions in regard to the Auditor's Office.
- Assist and supervise in the following functions:
- Lead Analyst and Director within the office for a county-wide revaluation for over 200,000 properties, including the determination of fair and equitable taxable property values through the collection of information in the field and from property owners, reviewing attributes of properties recently sold, researching neighborhood and area trends and conditions.
- SME (subject matter expert) and program management in Assessment Administration for the implementation and improvement of a new real estate tax accounting software, replacing a 30-year old system and creating or adapting business processes.
- Oversee the content, functionality, quality control, efficiency and operation of the county auditors real estate information system including the public facing website referred to as AREIS: <http://co.lucas.oh.us/377/AREIS-Information>.
- Monitor and maintain Tax Abatement and Incentive Programs, including Exemption, CRA, Enterprise Zone, TIF programs.
- Assist both business and charitable organizations apply and receive approval for available tax exemption programs.
- Determine values and order tax adjustments to parcels for new construction, razes, auditor adjustments, "split" values, voids, exemptions, special assessments, and other various reasons.
- Land changes for the processing all new splits, combines, vacates, plats, condos, and annexations.
- Monitor and maintain the CAUV, Agricultural District, and Forest Lands programs.
- Prepare parcels and conduct sale for the Forfeited Land and Land Bank auctions.
- Process split tax bills for any parcel involved in a "split of record" for a future year.

- Pro-rate taxes for Ohio Department of Transportation for right-of-way land takes.
- Direct and assist in the preparation and completion for triennial update and sexennial revaluation of property values county-wide.

Executive Assistant-Lucas County Auditor's Office

March 2007-January 2009

- Research, analyze, and review the functions and duties of the county auditor's office through a transition of leadership in 2006-2007. Providing recommendations, findings, and reports to assist the new Auditor through a successful transition in several aspects, further detail below
- Serve as liaison for Lucas County Auditor, develop business and political relationships with other elected officials, various governmental employees/directors, and media. Work cooperatively with units and departments to accomplish their mission and goals
- Coordinate Auditor's schedule, for public appearances, meetings
- Assist in designing and performing policy analysis (statistical, quantitative, and qualitative), planning studies and related research involving high levels of expertise and innovation to define and resolve complex issues, including phone/personal interviews, case studies, and field observations
- Act as advisor to Auditor and staff by making recommendations and provide persuasive rationale regarding objectives and input into decisions based on conclusions from research/analysis of long-term trends, new opportunities, and previous experiences of other governmental entities regarding issues such as budget, constituent concerns, federal/state/local laws, and policy
- Execute and develop public relations plans and provide support:
- Work directly with Public Relations Coordinators for other elected officials
- Represent Auditor at various events, on committees, and on task forces
- Write press releases and conduct press conferences
- Coordinate the efforts of multiple government agencies to solve neighborhood problems:
 - Provide constituent services to the community by working with various community organizations, neighborhoods, and individuals
 - Advocate on behalf of constituent concerns, attend community meetings, assist residents with neighborhood issues, and provide the community resources available within the County Government that may benefit them
 - Educate the community on any upcoming events, new laws that have been enacted, as well as changes in governmental regulations
 - Analyze data and develop strategic plans to improve constituent satisfaction

Manager-Lucas County Recorder's Office

August 2006-March 2007

- Manage 16 employees in the Lucas County Recorder's Office and serve citizens as in various capacities as needed
- Responsible for the accounting of all monies received and preparation of deposits on a daily basis

Legislative Aide -Toledo City Council

October 1999-August 2006

- Legislative Aide reports to two assigned members of Council, Clerk of Council, and Legislative Director; works closely with other Council staff and City Administration. Legislative Aide orchestrates and performs various city-wide duties for Council.

Program Coordinator-Toledo Sister Cities International

April 2001-January 2002

- Understand international issues to develop a network between the City of Toledo and the country of Bosnia to build economic, educational, and cultural ties

- Host esteemed visitors from around the world promoting the City of Toledo

Manager - City of Toledo, Dept. of Natural Resources

Summers 1998-2000

- Supervise up to fifteen employees at a swimming pool complex
- Maintain public safety standards set by the state, county and city
- Develop relationships with community residents

Other experience:

Sorter - United Parcel Service, Maumee, OH

May 1994-

September 1996

Cashier and Greeter - The Andersons General Store, Toledo, OH

September 1992-1995

Supervision/Sales/Labor – Molnar Packing Co. - (family-owned meat company)

1988-

1992

PAST PHILANTHROPY INVOLVMENT:

Volunteer work for Boy Scouts of America, Junior Achievement, Habitat for Humanity, Downtown Toledo Improvement District, Inc., Toledo Warehouse District, Leadership Toledo, Toledo Sister Cities International, Toledo Hungarian Club, YOP of the YMCA, Toledo Homeless Task Force, Hispanic Affairs Commission, Farm Labor Organizing Committee, and many organizations as an undergraduate and graduate student through Theta Chi Fraternity at The University of Toledo

REFERENCES AVAILABLE UPON REQUEST