

City Assessor

POSITION SUMMARY: This is a department head position and will partner with members of the City's leadership team to develop and ensure progress toward strategic goals as well as guide the day-to-day operations of the Assessor's Office. The scope of responsibilities includes technical, administrative, and professional work related to the Assessor's Office such as coordination, management and overall supervision of the Assessing Department. This position is responsible for administering the Property Assessment Laws of the State of Michigan as they apply to the City. An employee in this position defends assessments before the Board of Review and Michigan Tax Tribunal processes. Work involves the use of reasoned judgment and specialized knowledge and skills in the activities of the department. Work is performed in accordance with Michigan State Laws and rules and regulations of the Michigan Tax Commission.

SUPERVISION RECEIVED: Work is performed under the direction of the City Manager or designee.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

In accordance with the City Charter:

1. The Assessor shall possess all the powers vested in, and shall be charged with all the duties imposed upon, assessing officers by statute.
2. The Assessor shall prepare all regular and special assignment rolls in the manner prescribed by this charter, by the Commission, or by the City Manager.

Other Duties:

1. Organizes and directs all aspects of the Assessor's Office, including budget, personnel, planning, and general administration. Develop departmental mission and long-term plans to realize goals in accordance with the City Charter, City vision and needs.
2. Advises and works cooperatively with the city manager, city attorney, leadership team, department heads, City Council, and others to establish priorities; develop goals, strategic plans, and policies; coordinate activities; and implement a variety of special projects.
3. Administer the Property Assessment Laws of the State of Michigan as they apply to the City. Locate taxable property and identify owners. Evaluate property and add it to the assessment roll. Plan and coordinate the annual assessment of all real and personal property.
4. Oversee the assessing and appraisal activities of the City. Develop models of appraisal methods, appraise property and educate staff on appraisal methods to determine appropriate value. Establish assessments for all real and personal property. Oversee additional areas and programs as necessary.
5. Coordinate, oversee, participate and act as secretary to the Board of Review. Inform

taxpayers of results of hearings.

6. Testify before other commissions and courts of law, including the Michigan Tax Tribunal and State Tax Commission, as necessary and represent the City's position. Write narrative appraisal reports and review information necessary to defend an appeal.
7. Provide effective leadership and mentoring of personnel. Supervise personnel, evaluate performance, oversee training, and professional development, and confirm department staff has required certifications and licenses. Ensure proper labor relations and conditions of employment are maintained.
8. Prepare, maintain, submit, and present detailed and accurate reports, including County and State reports.
9. Provide information to property owners, tenants and the public regarding assessment procedures, sales prices, ownership records, name changes and tax assessments.
10. Investigate inquiries and/or complaints made by citizens, businesses, or other personnel; may include follow up on corrective actions and ensuring that replies are provided.
11. Serves as a liaison to boards and committees.]
12. Prepare and administer the operational budget. Ensure department activities are completed in accordance with established budgetary and purchasing policies and procedures.
13. Perform cost/benefit analysis for programs, projects and software and recommend and implements changes as appropriate.
14. Author, implement and enforce policies, processes and procedures.
15. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in property appraisal, accounting, business administration, public administration or a related field. An entrant into this classification who has not met the degree requirement must demonstrate acceptable progress toward attaining the degree in order to advance in the pay range. The degree requirement must be attained in order to advance to the top step of the pay range.
- B. Possess and maintain a Michigan Master Assessing Officer (MMAO) Certification as issued by the appropriate State agency.
- C. Five years of progressively responsible work experience in the appraisal field with a government unit, with three years of work experience as a MMAO appraiser.

- D. Possess and maintain a Personal Property Examiners Certification as issued by the appropriate State agency.
- E. Thorough knowledge of the General Property Tax Act 206 of 1893 as amended.
- F. Thorough knowledge of building construction practices, building and land valuation and laws, regulations and professional standards relating to assessment and appraisal of property. Considerable skill in obtaining facts essential to determining the value of property. Ability to read and understand building construction plans, specifications, photographs and blueprints.
- G. Experience in supervising and training employees.
- H. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with elected officials, boards and commissions, superiors, associates, subordinates, vendors, volunteers, other organizations and the public.
- I. Proven ability to think strategically, communicate effectively and maintain favorable public relations. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- J. Possesses excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- K. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters and responses to requests for information. Ability to communicate and present information effectively; both in verbal and written form to varied audiences.
- L. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary. Extensive knowledge of Microsoft Word programs and Assessing and equalization software.
- M. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.
- N. Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines and changing work priorities.
- O. Possession of a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands

to finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. The employee may be exposed to uncontrollable and/or hostile environments and circumstances, which may include businesses, personal residences, construction sites and in the public office. The employee may work in environments that include traversing uneven terrain at construction sites, working at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

November 2018