

ASSESSING ADMINISTRATOR

Definition

The purpose of this position is to perform complex administrative, supervisory, and professional work in appraising and assessing real and personal property, in planning, managing and directing the activities of the Assessing Department, and in assisting the Board of Assessors with all municipal tax assessment activities. The Assessing Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision

Self-supervising position working under the direction of the policies of the Board of Assessors, with assignments given in terms of broadly defined functions.

Performs highly responsible duties requiring independent judgement and initiative in planning, organizing, designing and carrying out programs, projects or other work.

Job Environment

Frequent fieldwork is undertaken outdoors at which time the employee is exposed to weather extremes and inclement weather; employee is also required to traverse uneven terrain.

Environment involves moderate risks or discomforts, which require normal safety precautions. Administrative work is performed under typical office conditions; work environment is moderately noisy. Some evening or weekend work may be required to attend Board of Assessor's meeting.

Operates automobile, computers and standard office equipment

Makes frequent contact with the general public, Town officials, Town departments, Department of Revenue personnel, lawyers, appraisers, builders, and governmental agencies in person, by correspondence and by means of the telephone. Incumbent is expected to represent the municipality effectively and defend the municipality's position in a variety of situations requiring knowledge, negotiation skills, persuasiveness, diplomacy, and tact.

Contacts involve furnishing routine information as well as discussing complex legal issues. Contacts require considerable discretion; resourcefulness and persuasiveness to achieve desired objectives.

Has access to department-related confidential information, requiring the application of appropriate judgment, discretion and professional protocols.

Errors could result in continued and compounding loss of municipal tax revenue, late tax bills, short-term borrowing, inequitable assessments, legal ramifications, and poor public relations.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Appraises real property recommending to the Board of Assessors revisions to valuations periodically, responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property as necessary and appropriate, in order to maintain a uniform, full-market value of all property in accordance with the Commissioner of Revenue's standards regarding assessment level and uniformity.

Ability to act as Executive Secretary to the Board of Assessors in all administrative and policy matters effecting the office and taxpayers.

Assumes principal responsibility for devising and executing a plan for the timely completion of the Town's triennial revaluation program

Assumes primary responsibility for the in-house determination of all residential, commercial, and industrial valuations.

Performs interim year valuation updates as required to maintain full and fair cash value for all properties located within the Town each January 1st.

Develops valuation and statistical models to establish individual and total values for residential, commercial, industrial, and personal property.

Analyzes real estate market conditions and events to determine trends and changes in markets and their effect on local assessment.

Directly supervises one full-time employee. Participates in hiring of staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Supervises the appraisal staff to ensure that regulatory deadlines are met, to respond to taxpayer and public requests for information, and to participate in complex issues.

Supervises contract appraisers and participates in field inspections of properties to collect necessary data for establishing and updating all property appraisals.

Classify all real and personal property according to use under guidelines issued by the Department of Revenue.

Review and evaluate all changes to personal property accounts each January 1st, including new accounts, deleted accounts, and changes to existing accounts to issue full and fair cash value.

Implement and maintain computer database for the Board of Assessors in-house computer network. Involves database changes, maintenance, backup, system modifications, hardware and software purchase and installation.

Establish and maintain a microcomputer based property sales verification program. Prepare sales reports after investigation to determine arm's length transactions. In accordance with guidelines established by Department of Revenue, complete sales ratio analysis studies to document continued equity of assessment program.

Supervise, train and instruct staff of the Assessors Office on in-house computer network and Unix based mass appraisal software and various Windows based software applications used as part of the office function.

Maintains systems database for photographic images of all improved property.

Coordinate with other Town departments in the furthering the goals of the Town's Geographic Information System program (GIS) through maintaining, as required, the Town's computerized parcel maps and corresponding linked databases.

Supervise, train, and instruct staff of the Assessors Office on all Massachusetts General Laws effecting the office.

Devise, implement, and manage the town's cyclical property re-inspection program.

Assist in the preparation of the recapitulation sheets for approval of the Board of Assessors and the Department of Revenue. Prepares necessary documentation for Joint Tax Classification meeting between the Board of Assessors and the Board of Selectmen at the annual public hearing.

Investigates requests for abatements and exemptions of property tax; prepares comparative cost and sales studies; advises the Board of Assessors on abatement applications.

Negotiates with legal representatives of property owners and appears before the Appellate Tax Board and Superior Court on behalf of the Board of Assessors in assessment disputes and cases.

Interact with department heads and staff, Town Officials, attorneys, appraisers, agencies and commissions, real estate brokers, professional organizations and community groups, the general public, etc., in the performance of position responsibilities. Serve as guest speaker regarding the assessment program as requested.

Develops department budget for submission to the Town Administrator. Responsible for controlling expenses within approved levels.

Examines deeds, maps, building plans, and permits personal records, and market data to obtain additional valuation data and to locate all taxable property. Collects data from the planning board, building inspector, and other boards/officials, which may reflect a change in value.

Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field, maintain professional designations, and remain familiar with Massachusetts's laws and regulations concerning tax assessments.

Perform other related administrative and operational duties as required by the Board of Assessors.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in Business, Finance, Economics or related field, seven to ten years of real and personal property appraisal experience, office administrative experience required.

Special Requirements

Professional designation of Certified Massachusetts Assessor (CMA) or Certified Assessment Evaluator (CAE).

Knowledge, Ability, and Skill

Knowledge. Comprehensive knowledge of modern property appraisal principles, practices, and procedures including Massachusetts's property tax laws. Thorough knowledge of computerized mass appraisal systems with specific expertise with respect to the Massachusetts State CAMA System and the UNIX operating system. Proficiency with related Windows-based support applications Microsoft Access, Excel, and Word is required. Experience with SPSS or NCSS statistical software and ArcView or MapInfo GIS applications is also desired.

Ability. Ability to supervise subordinates. Ability to maintain overview of detailed and accurate records using data processing. Ability to develop and manage office operations and budget. Ability to establish and maintain effective working relationships with Town officials, Department of Revenue personnel, and the general public.

Skill. Effective oral, written, and presentation skills. Skill in all the above listed tools and equipment. Skill in working with details.

Physical Requirements

Light physical effort required in performing administrative and office duties; occasional moderate physical effort with some exposure to weather and new building conditions when conducting field inspections. Ability to maneuver stairs and terrain for field inspections. Ability to sit at a computer and operate a keyboard for long periods of time.

(This job description does not constitute an employment agreement between the employer and employee, as the needs of the employer and requirements of the job change.)