

## ASSESSING ADMINISTRATOR

### **Position Purpose:**

Technical, administrative and supervisory work in directing the operations of the Assessor's Department, and in the appraisal of town-wide property in accordance with state and local statute and regulations, all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, designing and carrying out programs, projects or other work.

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

*Supervision Given:* Supervises one full time Administrative Assistant.

### **Job Environment:**

Administrative work is performed under typical office conditions; frequent fieldwork is undertaken under various weather conditions, environment involves moderate risks or discomforts which require normal safety precautions. Some evening or weekend work may be required.

Operates automobile, computers and standard office equipment

Makes frequent contact with the general public, Town officials, Town departments, 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.

Has access to a wide variety of department-related confidential information.

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.)*

*Assessing Administrator  
FLSA-Exempt*

*Adopted by Ayer Personnel Board - August 2015  
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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.

Serves 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 1<sup>st</sup>.

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

Reviews and evaluates all changes to personal property accounts each January 1<sup>st</sup>, including new accounts, deleted accounts, and changes to existing accounts to issue full and fair cash value.

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

Establishes and maintains a property sales verification program. Prepares sales reports after investigation to determine arm's length transactions. In accordance with guidelines established by Department of Revenue, completes sales ratio analysis studies to document continued equity of assessment program.

Supervises, trains, and instructs office staff on the use of mass appraisal software as well as various Windows based software applications used as part of the office function.

Maintains systems database for photographic images of all improved property.

Coordinates 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.

Supervises, trains, and instructs staff of the Assessor's Office on all Massachusetts General Laws affecting the office.

Devises, implements, and manages the Town's cyclical property re-inspection program.

Assists 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.

Interacts 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.

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.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's Degree in Business, Finance, Economics or related field, with a minimum of five (5) years of experience in both Assessment Administration and the appraisal of real and personal property; or any equivalent combination of education and experience.

#### **Special Requirements:**

Professional designation of Massachusetts Accredited Assessor (MAA) is required with additional designations of Certified Massachusetts Assessor (CMA), Assessment Administration Specialist (AAS), or Certified Assessment Evaluator (CAE) highly desirable.

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 Community Software Consortium (CSC) software. Proficiency with related Windows-based support applications Microsoft Access, Excel, and Word is required. Experience with Geographic Information Systems (GIS) 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:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 and is subject to change by the employer as the needs of the employer and requirements of the job change.)*