



JOB DESCRIPTION

Position Title:	<i>Chief Assessor</i>	Salary/Step/Grade:	<i>\$85,000 - \$102,228 DOQE</i>
Department:	<i>Assessor</i>	FLSA Status:	<i>Exempt - LIUNA</i>
Reports to:	<i>Town Administrator and Board of Assessors</i>		

SUMMARY

Responsible for professional, administrative, technical, participative, and supervisory work related to the valuation and re-valuation of all residential, industrial and commercial real estate and personal property within the Town in accordance with Department of Revenue regulations and related Massachusetts General Laws (see attached) and for providing related financial information, analysis and consultation for the Finance Department. Provide related financial information, analysis, and consultation to the Board of Assessors for policy direction of the Assessing Department. Related work as required.

ESSENTIAL FUNCTIONS

Performs highly responsible duties of a complex and technical nature requiring considerable exercise of judgment and initiative in ensuring that all municipal assessment and valuations conform to law and to sound valuation practices. Minimize errors to avoid significant monetary loss, assure equal tax assessments, and minimize potential legal repercussions resulting in positive public relations and minimum expense to correct. Work is performed under favorable office conditions but may require attendance at meetings; Town meetings and work after town offices are closed. Frequent contact with the public, state, and county agencies, outside vendors and other departments. Promotes and maintains favorable public relations and good will of the taxpayers by public relations and personal contact. Out of doors field work is a requirement to perform the essential duties of this position. Position requires close vision and frequent access to other offices and construction sites. Some physical effort and agility required when performing field inspections.

Essential Duties and Responsibilities:

Completes all work for the Board of Assessors in organizing, planning, directing, and providing administrative functions. Assigns, directs and reviews work of subordinates and contractors as necessary, which shall include the persons assigned as staff. The Chief Assessor facilitates planning and supervising the training of subordinates as needed. Develops and/or adopts new techniques to improve effectiveness of the Department.

Oversees the effective operations of the Assessor's Office and municipal appraisal system in the classification of all real and personal property in accordance with the guidelines issued by the DOR. Determines the total value of all real and personal property within the town on an annual basis using market, cost and income analyses for assessment purposes.

Commits Real Estate, Personal Property and Auto Excise amounts to the Tax collector in an accurate and timely manner in order to produce tax bills.

Inspects properties based on building permits, and conducts a property re-inspection program on a cyclical basis as approved by the DOR.

Establishes and maintains public trust and confidence in the valuation process. Works directly and individually with the general public, real estate appraisers, attorneys, vendors, bankers and other data collection agencies; supervises public relations with the media and general public for information related to the Assessor's Office. Interacts with other department heads, staff, town officials, town agencies and commissions, professional organizations, and community groups as necessary and appropriate.

Prepares "Recapitulation Report" and all supporting documentation for submission to the DOR prior to the setting of the tax rate annually, consistent with the provisions of 100% valuation and Proposition 2 ½.

Provides the Board of Selectmen and the general public with detailed information upon which the Selectmen must base their decision whether or not to use the classification provision of Proposition 2 ½ (a split tax rate for commercial and residential properties). Prepares and documents the amount of new growth that can be added to the total valuation for the purposes of calculating the tax rate and setting the Levy Limit each fiscal year. Presents options at the annual Classification Hearing and presents the Board of Assessor recommended tax rate to the Board of Selectmen.

Prepares sales reports within established timeframes, conducts sales ratio analysis studies, documents equity of assessments, and submits all other proper certification documents for interim and triennial revaluations as required by the DOR.

Reviews applications for abatements and exemptions and provides recommendations to the Board of Assessors. Works with individual taxpayers to resolve assessment grievances. Compiles any necessary information for Appellate Tax Board cases. Represents Board of Assessors at the hearing.

Prepares and submits to the Finance Director the Assessor's budget requirements. May seek professional assistance on a contractual basis for revaluation purposes, large scope appraisals and defense at the Appellate Tax Board subject to budgetary approval. Provides technical assistance and recommendation to the Board of Assessors. Attends all meetings of the Board of Assessors and performs follow-up work.

High skill and knowledge level required to manage complex software tables and interfaces to ensure that computerized reports are accurate prior to distribution. Recommend acquisition of software and hardware systems related to Assessor role.

Performs all duties required of subordinates when necessary and will be regarded as a supervisor or department manager.

Physical Demands:

Little physical effort generally required to perform work under normal office conditions. Light lifting not to exceed 40 pounds. Field work requires ability to walk and stand, sometimes on uneven surfaces. Ability to operate and view computer screen for extended periods of time. Position requires close vision, manual use of telephone, adding machine, keyboard, and frequent access to other offices and construction sites. Frequent standing and sitting to service customers.

SUPERVISION EXERCISED

Appointed by the Board of Assessors. Works under the supervisory direction of the Town Administrator and policy direction from the Board of Selectmen related to workplace issues and to the Board of Assessors in regards to policy setting. Supervises employee(s) and contractors and works directly with the general public, real estate appraisers, attorneys, vendors, bankers and other data collection agencies; supervises public relations with media and general public for information related to the Assessor's Office. Responsible for interacting with other department heads, staff, town officials, town agencies and commissions along with professional organizations and community groups.

QUALIFICATIONS

Bachelor's degree required, in business or another related field. Five years' experience in real estate, appraisal, or other related area or three years in a municipal assessing. Any equivalent combination of education and experience.

Special Skills or Experience:

Knowledge of appraisals, valuations, and property sales. Computer experience using various statistical methods. Good aptitude for working with statistical methods and ability to set priorities. Good interpersonal skills and ability to communicate clearly.

License or Certificate:

Professional designation of Massachusetts Accredited Assessor (MAA) or attainment within two years. Must be able to obtain a Massachusetts Class D Driver's License.

The duties listed above 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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.