

## CITY ASSESSOR

### THE OPPORTUNITY

The City Assessor plans, supervises, and participates in the appraisal and assessment of real and personal property. They maintain the City's assessment rolls in compliance with all applicable laws and policies, coordinate assessment processes with county officials, and participate in the Board of Review. Performs related duties as required.

The City Assessor is a full-time employee.

### SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

### SUPERVISION EXERCISED

Supervises any employees assigned to the Assessing Department.

### RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plans, supervises and participates in a range of duties related to the maintenance and defense of city property assessments.
  - a. Supervises the monitoring of real estate transactions, building construction costs and lease data to determine property value trends and supervises the administration of the homestead exemption and transfer affidavit requirements.
  - b. Plans and schedules the appraisal and reappraisal of residential, commercial, industrial and developmental property within the City, and the maintenance of related maps, property addresses and tax assessment records in compliance with State laws and policies.
  - c. Supervises and participates in preparation of personal property assessment rolls.
  - d. Conducts appraisal projects.
  - e. Meets with property owners regarding assessment procedures, complaints, appeals and other appraisal or assessment matters.
  - f. Represents the City before local and state tax appeal tribunals and courts.
2. Manages the Assessing Department.
  - a. Has primary responsibility for the selection, training, supervision and evaluation of subordinate staff, if assigned.
  - b. Prepares the annual budget request for the Assessor's division and supervises the administration of the budget.
  - c. Advises and assists the Finance Director on property assessment matters.
3. Performs or oversees various other technical and administrative duties.
  - a. Determines taxable or exempt status for all properties within the City.
  - b. Supervises and participates in the preparation and submission of all required reports to federal, state, county and local governmental bodies.
  - c. Educates the public regarding assessment administration.
  - d. Prepares state, county, school and city tax levies.
  - e. Values city-owned property for insurance purposes.

- f. Participates in the preparation of special assessment districts.
  - g. Responsible for tax and plat maps.
  - h. Supervises the clerical aspects of the homestead exemption and property transfer affidavit programs; reviews transfer affidavits to determine which are exempt.
4. Performs related work as required.

**PREFERRED SKILLS AND QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSA's) required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the professional principles and techniques of real and personal property appraisal to accurately establish and maintain records of property valuations within the City.
- Knowledge of the procedures and practices for the compilation of regular and special assessment rolls and tax rolls.
- Knowledge of the laws, rules and regulations governing the assessment of real and personal property taxes in the State of Michigan.
- Skill in the operation of a business computer, calculator and other standard office equipment.
- Ability to become proficient in computer software used in the course of the position's duties.
- Skill in establishing and maintaining effective working relationships with representatives of business and industry, property owners, public officials, fellow employees and the general public.
- Skill in making effective oral and written presentations.

**REQUIREMENTS**

The required education includes an associate's degree with specialization in Business Administration, Accounting or a related field.

MAAO (Level III)  
Certification by the Michigan State Tax Commission.

Three years' experience in Municipal Property Assessment.

Personal Property Examiner Certification by the State Tax Commission

A valid Michigan driver's license is required.

**PHYSICAL DEMANDS**

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places or construction worksites. The noise level in the work environment is usually quiet in the office and quiet to moderate in the field.