



<b>Job Title</b>	Director of Assessing
<b>Department</b>	Finance
<b>Employment Status</b>	Full-Time
<b>Exempt/Nonexempt Status</b>	Exempt

### Scope of Work

This position is responsible for overseeing real and personal property appraisals, valuations, inspections, subdivisions, land values, records, statistics and reports in accordance with State statutes and Town By-Laws. The Director serves as the Town Manager's liaison to the Board of Assessors, and provides administrative and technical support to the Board.

### Supervision

<b>Received</b>	Assistant Town Manager/Director of Finance
<b>Exercised</b>	Direct supervision of Assistant Director of Assessing and indirect supervision of all Assessing Division staff

### 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 to satisfaction.*

- Coordinates the annual in-house assessment of all property in the Town; prepares the Recapitulation Sheet for submission to the Department of Revenue prior to setting of the tax rate annually.
- Provides the Select Board and the general public with information upon which the Board bases its decisions regarding application of tax rates for commercial and residential properties.
- Documents the amount of growth that can be added to the total valuation of the Town for the purpose of calculating the tax levy.
- Provides professional advice and guidance when necessary regarding property valuations.
- Appears as an expert witness in matters relating to property valuation.
- Conducts statistical and mathematical analysis of property values and their relation to recent sales data and other trends in the market; presents to the Board of Assessors and the Department of Revenue a plan for revaluation including budget preparation for the project and the level of staffing that will be required to implement; submits all records and documentation to the Department of Revenue for approval.
- Plans and conducts public hearings after valuations have been established; collects and reviews all abatement applications and makes recommendations to the Board of Assessors for the disposition of same; prepares appraisals and all documentation for cases to be tried before the Appellate Tax Board.

- Inspects additions, alterations to and demolitions of residential and commercial properties; measures and lists new buildings; oversees consultants contracted to perform such services.
- Provides other departments with information from the Assessor's data base as needed.
- Prepares a variety of records and reports for the State.
- Works directly with the general public, real estate appraisers, attorneys and other data collection agencies; supervises public relations with the media and general public on property assessment issues.
- Administers the general business activities of the office, overseeing all transactions related to real and personal property records, assessments, revisions, exemptions, abatements, betterments and motor vehicle excise taxes.
- Participates on the Finance leadership team.
- Provides input for the departmental budget; administer approved budget.
- Attends meetings of the Board of Assessors and other local officials and department heads to facilitate the assessing process. Provides and maintains minutes of meetings; provides and distributes reports and correspondence, and prepares documents for signature.
- Serves on relevant boards and committees as assigned including professional State and regional assessing associations
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from college or university with a Bachelor's Degree in Public Administration, Finance or a related field and a Massachusetts Accredited Assessor (M.A.A.) designation, supplemented by at least 7 years of assessing experience including 3 years of supervisory experience.

### **Knowledge, Ability, and Skill**

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Real property appraisal methods and procedures.</li> <li>• Mass. General Laws relating to municipal finance and property assessment for tax purposes.</li> <li>• Various building types and quality of construction.</li> <li>• The use of standard office equipment including computers and relevant software programs.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Inspect, measure and list all types of real property.</li> <li>• Make changes to the Town's property inventory data base.</li> <li>• Maintain confidentiality.</li> <li>• Make accurate mathematical calculations.</li> <li>• Compile data about a property and make accurate valuation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assign and supervise the work of others; motivate employees to work toward common goals.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, vendors and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Information management and organization.</li> <li>• Operation of CAMA Systems</li> <li>• Customer service.</li> </ul>

### **Necessary Special Requirements**

Massachusetts Accredited Assessor (M.A.A.) designation; valid driver's license.

### **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, kneel, crouch, bend, balance or stand for prolonged periods of time.
- The employee is occasionally exposed to bright or dim lighting, dust, heat and cold.
- The employee must occasionally lift and/or move up to 50 pounds.