

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that is 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the direction of the Assistant Town Manager/Director of Finance, and in accordance with State statutes and Town by-laws, the Director of Assessing is responsible for property appraisals, valuations, inspections, subdivisions, land values, records, statistics, and reports. The position has professional, supervisory, administrative, technical, and planning responsibilities. The Director of Assessing serves as the Town Manager's liaison to the Board of Assessors, and is responsible to provide administrative and technical support to the Board.

Coordinate the annual in-house assessment of all property in the community on January 1st; prepare the "Recapitulation Sheet" for submission to the Department of Revenue prior to the setting of the tax rate annually, consistent with the provisions of 100% valuation and Proposition 2½; provide the Board of Selectmen and the general public with detailed information upon which the Board of Selectmen must base its decision whether or not to use the classification provision of Proposition 2 ½, i.e., a split tax rate for commercial and residential properties; document the amount of growth that can be added to the total valuation of the Town for the purpose of calculating the tax levy; and provide professional advice and guidance when necessary and appear as an expert witness in the Massachusetts court system in matters relating to property valuation.

Conduct statistical and mathematical analysis of property values and their relation to recent sales data and other trends in the market; present to the Board of Assessors a plan for revaluation, and the level at which such revaluation should be conducted, including budget preparation for the project and the level of staffing that will be required to implement same; and submit all records and documentation to the Department of Revenue for approval.

Plan and conduct public hearings after valuations have been established; collect and review all abatement applications in a timely fashion, and make recommendation to the Board of Assessors for the disposition of same; and prepare appraisals and all documentation for cases to be tried before the Appellate Tax Board.

Inspect additions, alterations to and demolitions of residential and commercial properties as well as measure and list new buildings; and provide other departments with information from the Assessor's data base to aid them in their functions.

Prepare a variety of records and reports for the state; work directly and individually with the general public, real estate appraisers, attorneys, and other data collection agencies; and supervise public relations with the media and general public on property assessment issues.

Administer the general business activities of the office in dealings and transactions on all real and personal property records, assessments, revisions, exemptions, abatements, betterments and motor vehicle excise taxes.

Participate in the Assistant Town Manager/Director of Finance's finance leadership team.

Provide data input for departmental budget; administer approved budget; and perform miscellaneous related duties as required.

Attend 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. Perform other related duties as required.

Basic Knowledge:

The position requires knowledge equivalent to a Bachelor Degree in business administration, public administration, finance, or a related field. Requires three to five years of experience in tax policy, administration and accepted methods of valuation for "ad valorem" taxation in accordance with modern assessment principles and with the application of laws and regulations; knowledge of specialized computer software and hardware, including network, spreadsheet, database, statistical and mapping applications; or an equivalent combination of education and experience.

Requires the ability to interpret Massachusetts laws and regulations and apply them to individual situations. Requires the ability to communicate effectively, both orally and in writing, with the public and foster positive working relations with taxpayers.

A designation as a Massachusetts Accredited Assessor (M.A.A.) required.

Experience:

Duties require three to five years of related experience in real estate appraisal and assessing. Prior supervisory experience in a regulated field and knowledge of the Appellate Tax Board process and procedures on property tax assessment appeals, preferred. A valid motor vehicle license is required for this position.

Independent Action:

Work independently on daily management of department activities. Perform highly technical and responsible duties requiring extensive judgment and initiative in planning, managing, maintaining, and revising assessment methodologies. Refers major policy directives, priority conflicts, or major personnel issues to Assistant Town Manager/Director of Finance for discussion, consultation, and decision. Consults with and refers matters of property assessment policy to Board of Assessors.

Supervisory Responsibility:

Supervises and confers with direct department staff and independent contractors; reviews work product, results achieved, and associated projects and activities. Exercise supervision over three full-time and one part-time employee within the Assessing Division.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperatures, noise, odors etc, may occasionally supervise or inspect in a non-office environment, requiring walking, standing and climbing.
- Regular interruptions to assist citizens.
- May spend sustained periods on computer, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel within the Town to plan, oversee, or provide department services.
Some periods spent outside subject to weather conditions while inspecting or directing work.
- Must be able to climb stair, bend and kneel, etc. during the course of conducting inspections and taking samples. There may be sustained period of standing and walking on various terrain and surfaces and carrying of equipment.
- Possession of a valid driver's license.

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 the requirements of the job change.