

**CITY OF OWOSSO
JOB DESCRIPTION**

ASSESSOR

Supervised by: City Manager
Supervises: Department employees as assigned

Position Summary:

Under the general supervision of the City Manager, directs and completes the activities of the Assessing Department to ensure accurate and timely appraisal of real and personal property within the City. Appraises real and personal property, compiles the City tax assessment rolls, and represents the City before assessment review boards.

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 satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
2. Recruits and recommends the hiring of department employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Develops and administers the annual department budget. Monitors the budget throughout the fiscal year and oversees departmental purchases. Prepares departmental financial summaries as required.
4. Directs, plans, and participates in the appraisal, re-appraisal and assessment of all real and personal properties in the City. Performs on-site inspections and prepares necessary supporting documentation and reports. Maintains all assessment records.
5. Prepares and maintains the City's assessment rolls for IFT, CFT, OPRA, NEZ and other special assessment rolls in compliance with applicable laws and policies. Prepares revised descriptions to reflect the combination or division of land parcels, and makes related entries in property records.
6. Communicates with property owners regarding assessment determinations. Responds to complaints and explains appeal procedures. Represents the City in defense of assessments appealed to the Board of Review and the Michigan Tax Tribunal.
7. Coordinates the City appraisal and assessment activities with those of the County Equalization Department and the State Tax Commission. Works with the Board of Review, and oversees adjustments to the tax roll approved by the Board.

8. Analyzes property sales within the City to determine property values and appropriate assessment adjustments. Implements Proposal A criteria in regard to property transfers and homestead exemptions.
9. Participates in the Board of Review (BOR) and Michigan Tax Tribunal (MTT) processes. Schedules BOR appointments, mails notices, and updates computer databases with BOR determinations. Serves as a consultant during BOR meetings. Attends MTT appeals meetings; compiles information necessary to defend an appeal.
10. Coordinates and directs the preparation of rolls for abated properties and any Tax Increment Financing Districts.
11. Advises City Council regarding current tax rates, ensuring compliance with all laws and taxation acts. Prepares and files necessary State and County reports.
12. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, employees, and others.
13. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High school diploma or GED required.
- State of Michigan Certification as a Michigan Advanced Assessing Officer (MAAO) (Level III) required.
- Three years of progressively more responsible assessing experience is required. Previous experience with supervisory responsibility is preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of the laws, regulations and professional principles and techniques governing real and personal property appraisal.
- Thorough knowledge of the procedures and practices of compiling and processing regular and special tax assessment rolls.
- Thorough knowledge of municipal operations as they relate to the assessment of real and personal property, tax roll administration, and property records management.

- Skill in making fair and impartial assessment decisions using a variety of assessing techniques.
- Skill in the calculation of figures, evaluation of conditions and values, and making determinations based on appraisal standards.
- Skill in the use of office equipment and technology, including computers, specialized geographic information programs, and other related software, and the ability to master new technologies.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to perform visual inspections, take measurements, and determine value of property, equipment, and new or existing structures.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee occasionally works outside of the office at various indoor and outdoor locations throughout the City. The employee may be required to access structures requiring the use of stairs and to view and take measurements of property areas at varying heights and on different types of terrain. The employee is occasionally exposed to adverse outside weather conditions and various property environments that may expose the employee to loud noises, moving mechanical parts, dust or airborne particles, and fumes or chemical agents. The noise level in the work environment is usually quiet, and may become loud in field situations.