

Town of West Tisbury, MA

POSITION: Principal Assessor

DEPARTMENT: Board of Assessors

GENERAL SUMMARY

Position performs responsible and highly complex administrative, supervisory, and professional work in assessing real and personal property; in planning the activities of the department; in assisting the Board of Assessors with municipal tax assessment activities and related work as required.

ESSENTIAL DUTIES AND FUNCTIONS

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Assesses real property, recommending to the Board of Assessors revisions to valuations periodically; responsible for assessing and/or supervising the assessment of residential, commercial and other classes for inspections of property, as necessary and appropriate, in order to maintain a uniform, 100% full and fair cash value or market value of all property as required by the Department of Revenue; and assumes the principal responsibility for revaluing property and re-verifying the data at three year intervals as required by the Department of Revenue.
2. Establishes taxable values and advises the Board of Assessors as to property assessment of new, remodeled, or enlarged residential, commercial, and industrial buildings according to market data, replacement cost, and/or capitalization of income approach (whichever is applicable).
3. Examines deeds, maps, building plans, permits, personal records, and market data to obtain additional valuation data; coordinates the exchange of information with the mapping consultants; and maintains current ownership and billing information in the computer records of the Town.
4. Analyzes real estate market conditions and events to determine trends and changes in the market; collects data from the Planning Board, Building Inspector, and other boards/officials whose actions may reflect a change in value.

5. Serves as professional staff to the Board of Assessors, providing the necessary preparation and technical assistance at meetings, and assuring proper follow-up to their decisions; develops the meeting agenda, keeps the minutes of the meetings.
6. Serves as Department Head, supervising the department staff; work involves developing work methods, office procedures and guidelines, assigning work, solving work problems, and reviewing work of subordinates and maintaining work schedules.
7. Prepares annual budget and Town Report for review by Board of Assessors.
8. Assists taxpayers in applying for abatements and exemptions, explaining the laws and procedures as applicable; processes applications for abatements for real and personal property, motor vehicles and vessel excise taxes; and investigates requests for abatements and exemptions of property taxes.
9. Designs database and statistical reports relative to the real and personal property assessments and physical attributes of real property and other related information for the various Town departments and concerns; and prepares comparative cost and sales studies.
10. Inspects property and advises the Board of Assessors on abatement applications; prepares related information for Town Counsel on any legal matters, including Appellate Tax Board appeals; and represents the Board in negotiations and at appeal hearings.
11. Supervises and participates in the preparation of tax rate documentation for certification, coordinating the compilation of data from the related financial offices.
12. Responsible for the design, implementation, and maintenance of the data processing system for the department.
13. Provides information to property owners and others regarding the Town's assessment policies and procedures, the determination of specific valuations, tax abatements and exemptions.
14. Attends professional meetings, training programs and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.
15. Drafts correspondence for a variety of departmental uses; copies, files and distributes documentation for the Board of Assessors; maintains the Policies and Procedures Manual for the Assessors' Office; required attendance at

Board of Assessors meetings and department head meetings; occasional attendance at Board of Selectmen's meetings as needed.

SUPERVISION

Employee works under the administrative direction of the Board of Assessors. Employee consults with Board only where clarification, interpretation, or exception to municipal policy may be required. Employee exercises control in the development of departmental policies, goals, objectives and budgets, and is expected to resolve all conflicts which arise and coordinate with others as necessary.

Employee is responsible for the supervision of two (2) full time employees in the same office and completes their evaluations. Employee oversees the town's revaluation appraisal firm. Employee may be required to work outside of normal business hours and/or at night.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree with courses in business, finance and property assessment; three years progressively responsible experience in the real estate or appraisal field including experience in valuation of property for tax purposes in accordance with modern assessment principles; experience with a computer assisted mass appraisal system, or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Considerable knowledge of state and local laws and by-laws, regulations, policies, department operations and computer programs related to property assessment;
- Extensive knowledge of concepts, practices, tools and methods of appraising as it relates to ad-valorem taxation, especially approaches to value, real estate styles, materials, and methods of construction;
- Working knowledge of CAMA systems;
- General knowledge of residential, commercial, and industrial building construction, mapping, surveying, zoning, and deeds is desirable;
- The ability to work effectively with the public, contractors, lawyers, and federal, state, and local officials;
- The ability to read and comprehend complex construction plans, supervise staff, and meet deadlines, and work independently, and
- Have strong communication, negotiation, mathematical, and computer skills.

Certifications and Licenses

A candidate must have a valid Massachusetts driver's license and readily available vehicle. Certification under the requirements for Assessors as established by Regulation 58.3.1 (Qualification of Assessors), or the ability to achieve within 2 years, designation as a MAA or an equivalent designation conferred by the International Association of Assessing Officers, or the ability to achieve such designation within 3 years.

Tools and Equipment Used

Equipment operated includes an automobile, office equipment, and computers.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 50 pounds.

Light to moderate physical effort required while doing field inspection work and measuring new construction, including the physical ability to be able to maneuver over irregular terrain around construction sites and climb stairs as necessary. Negligible to light physical effort required in performing indoor duties under typical office conditions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 in typical office conditions and in the field with exposure to outdoor weather conditions and the hazards associated with construction sites, when performing field work. The workload may require the employee to perform duties on weekends and to attend evening meetings.

The employee has frequent contacts requiring perceptiveness and discretion with the general public, other town departments and state officials, and property owners. Contact is in person, by telephone, fax, and in writing. Employee has access to departmental confidential information regarding personnel records, lawsuits and

personal and financial records of town residents. Errors could result in personal injury, delay or loss of service, monetary loss and legal repercussions.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.