

Town of Bourne

Director of Assessor
(formerly Principal Assessor)
(Grade 27)

Statement of Duties

The Director of Assessor is responsible for administrative, supervisory and specialized work in assessing real and personal property, in planning, managing and directing the activities of the Assessing Department and assisting the Board of Assessors with all municipal tax assessment activities.

Supervision

Work is performed under the general direction of the Finance Director. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has access to confidential information of the department.

Position is responsible for the direct supervision of employees, volunteers, and/or seasonal employees, including the discipline and evaluation of employees. The position recommends the hiring and firing of employees to the Town Administrator. Employee is required to work outside of normal business as necessary to accomplish the position's functions.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations. Work assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Town of Bourne

Errors could result in delay or loss of service, monetary loss, legal repercussion, and/or adverse public relations.

The position has constant contact with the Selectmen's Office, Engineering Department, Town Planner, Conservation Agent, Health Agent, Building Inspector, Town Clerk, IT Department Collector/Treasurer Office, Bourne Water District, Buzzards Bay Water District and North Sagamore Water District, and Outside Organizations and professionals. Contact is made via email, telephone, in person, and in writing. The purpose for contact is to provide information or assistance regarding assessments and abatements, analyze data, and coordinate and perform work.

Essential Duties

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Responsible for appraising and assessing real and personal property.
2. Revalues property every year to maintain a uniform, full market value on all property.
3. Responsible for updating valuation models, market analysis, cost analysis, land analysis in the valuation system to generate market values within the guidelines required by the Massachusetts Department of Revenue.
4. Reviews deeds, maps, building plans and permits.
5. Analyzes real estate market conditions and events to determine trends and changes in the market.
6. Responsible for the commitment of real estate, personal property, motor vehicle and boat excise, and betterments.
7. Reviews and processes applications for abatement of property tax and makes recommendations to the Board of Assessors.
8. Compiles and prepare comparative cost and sale studies, preparing support material for Appellate Tax Board cases and represents the Board in all Appellate Tax Board hearings.
9. Provides information in person, on the telephone, email, and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements. Assists the public in filing tax abatement application.

Town of Bourne

10. Supervises the management and administration of the Assessing Department. Directs, coordinates and reviews work of staff. Maintains employee discipline within the department, making sure that employees perform duties in accordance with established laws and operating procedures.
11. Provides administrative assistance to the Board of Assessors, providing the necessary preparation and technical assistance at meetings providing follow-up to their decisions. Prepares the agenda, posting of meeting and minutes of the meeting.
12. Compiles data, prepare information and represent the Board of Assessors at the annual classification meeting (tax rate shifts) with the Selectmen and Water District Commissioners.
13. Responsible for all town and water districts documentation for state certification.
14. Participates with Finance Director in the preparation of the tax rate setting.
15. Responsible for the processing and balancing of the tax commitment.
16. 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

Recommended Minimum Qualifications:

Physical and Mental Requirements:

Employee works in a typical office setting, and outdoors to conduct property assessments. Employee is required to talk/listen, and use hands more than 2/3rd of the time; sit, reach, stand, stoop, and walk up to 1/3rd of the time. Employee occasionally lifts up to 10 lbs. Normal vision is required for the position. Equipment used includes and automobile, office equipment, and computers.

Education and Experience:

Bachelor's Degree or equivalent, and at least five (5) years of experience in commercial real estate appraisal; with experience assessing real and personal property; or an equivalent combination of education and experience.

Town of Bourne

Licenses and certifications required:

Must have a valid driver's license, and have a current Massachusetts Accredited Assessors Certification (MAA).

Knowledge, Skill and Ability:

Knowledge: Knowledge of real and personal property mass appraisal methodologies, working knowledge of state and local laws, regulations and policies governing municipal assessment practices, and real estate experience.

Skill: Excellent written and oral communication, computer programs, (Microsoft Office) and have a strong organization and planning skills

Ability: Clearly and effectively communicate with others, maintain accurate records and prepare correspondence, maintain confidential information, and provide information and assistance to community organizations, town officials and the public. Ability to work independently and prioritize tasks, ability to work effectively under time constraints, and strong desire and ability to provide excellent customer service to the public.

(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 requirements of the job change.)