

CITY OF NORTH ADAMS, MASSACHUSETTS

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| Title: Principal Assessor | Grade: S-22A |
| Department: Assessors' Office | FTE: 1 |
| Reports to: Mayor | |

POSITION SUMMARY

The Assessor manages the assessment and appraisal function for the City of North Adams, including establishing property valuations, preparing taxable property inventory lists, insuring timely Department of Revenue certification to establish the City tax rate, preparing and defending assessments before the appellate Tax Board, maintaining and enhancing City based records, providing appraisal support to City administration, in accordance with State and local statutes and regulations, and the policies of the Board of Assessors.

DUTIES AND RESPONSIBILITIES

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

- Supervises the general management and administration of the Assessors' Office.
- Appraises and/or supervises the appraisal of residential, commercial, industrial, and personal property for the City; conducts inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property; oversees the city-wide revaluing of property every five years.
- Establishes taxable values for new, remodeled, or enlarged residential, commercial, and industrial buildings according to market data, replacement cost, and/or capitalization of income approach; examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property.
- Inspects the location of new businesses to determine the values of taxable personal property, such as office machinery and equipment, farm machinery, etc.
- Oversees the data entry of appraisal information into the computerized appraisal system for completeness and accuracy; appraising and supervising the appraisal of all real and personal property to maintain 100% fair market value annually.
- Answers questions from property owners and members of the banking, legal, and development community; works with individual taxpayers to negotiate their assessment, if necessary.
- Reviews all abatements and makes decisions to present to the Board of Assessors for final approval; defends decisions of the Board of Assessors at Appellate Tax Board.
- Brings before the Board of Assessors issues that arise in the course of appraising property in the city; seeks approval of the Board of Assessors.
- Oversees the preparation of the required reports for the Massachusetts Department of Revenue; prepares recapitulation report.
- Supervises the commitment of real estate, personal property, motor vehicle, boat, and special assessment tax bills to the Tax Collector.
- Supervises the maintenance of department records and parcel maintenance for GIS.
- Prepares and administers the department's budget.

EXPERIENCE AND QUALIFICATIONS

The successful applicant should have an Associate's degree with courses in business, finance and property assessment; five to six years of real and personal property appraisal experience; supervisory experience required; or an equivalent combination of education and experience.

Applicant must have a Massachusetts Class D driver's license and Massachusetts Accredited Assessor Certification (MAA), or eligibility and willingness to obtain certification.

The applicant should have a comprehensive knowledge of modern property appraisal principles and practices, including Massachusetts property tax laws. Working knowledge of Massachusetts General Law relating to municipal finance and property assessment for tax purposes. Considerable knowledge of current building, zoning and construction codes. Familiarity with alternative formulas for determining assessment on various types of property. Familiarity with real estate styles, materials, and methods of construction. Knowledge of mapping procedures, GIS and CAMA.

The applicant should have the ability to: accurately appraise real and personal property; maintain overview of detailed and accurate records using data processing; establish and maintain effective working relationships with City officials and the public; coordinate office activities and supervise staff; testify at Appellate Tax Board and to testify as an expert witness in court; and to maintain privacy and confidentiality of information.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

Administrative work is performed under typical office conditions; regular fieldwork is performed with some exposure to weather and the hazards associated with construction sites; noise level in the work environment is moderate. Ability to maneuver stairs and uneven terrain for field inspections during all types of weather conditions. Required to sit, stand, walk, hear and speak. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. Occasionally required to lift up to 30 pounds.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled. Interested candidates are invited to submit a City of North Adams application packet, cover letter and resume detailing their abilities and experience along with three (3) letters of reference to:

Michelle Ells
City Hall
10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.