

TOWNS OF HAMILTON AND WENHAM, MA DIRECTOR OF ASSESSING

Position Summary/Purpose:

The purposes of this position is the valuation and assessment of real and personal property within the Towns of Hamilton and Wenham (about 5,000 Parcels combined). This person will manage the assessment process, supervise assessing office operations and staff in both communities, and ensure compliance with all DOR requirements. The incumbent values taxable personal property and motor vehicles according to standards established by and in conjunction with the Commonwealth of Massachusetts. S/he will prepare commitments for the assessment and collection of local taxes to raise Town revenues and provides for the timely maintenance of all automated and other office records. The Director of Assessing is required to exercise judgment in administering and managing the assessing office and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties to plan, organize and direct the work of the office and coordinates work with other town and state agencies to provide for the timely commitment of taxes; s/he performs a wide variety of routine and special professional, technical, administrative and supervisory responsibilities that require an extensive knowledge of automated and manual property assessment systems and techniques.

Supervision Received: Works under the general direction of the Director of Finance/Town Accountant following professional standards, procedures and policies of the Town and Department of Revenue and reports to the Board of Assessor at regular meetings.

Supervision Given: Supervises Valuation Specialist, Assistant Assessor and Administrative Assistant; develops job direction, assigns tasks, provides instructions as needed, and monitors performance and provides feedback as necessary.

Essential Job Functions:

(The essential functions or 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.)

- Directs, manages and conducts all operations and assigned personnel to provide for the equitable assessment of all real and taxable personal property throughout the Town according to laws of the Commonwealth, regulations and directives of the DOR and the proscribed quarterly, annual and other cycles of operations; Prepares commitment of taxes to the Treasurer/Collector for tax bill generation.
- Prepares and supervises the preparation of the required reports to the Massachusetts Department of Revenue; prepares recapitulation report and other documents necessary to calculate the tax rate and obtains approval by the Department of Revenue; operates and is responsible for the effective operation and maintenance of a computer assisted mass

appraisal (CAMA) system; develops a fair and equitable assessed value of property in relation to itself, all other like and similar properties and within legally acceptable coefficients of dispersion; keeps abreast of all new laws pertaining to real estate and personal property assessments and practices; qualifies the sales for valid arm's length transactions to determine values; complies with DOR requirements for the application of valuation methods, consistency of grading, neighborhood conformity.

- Views and records properties for the creation, annual update of a field manual as required by the Department of Revenue and town officials and ensures the accuracy of same through periodic review and editing.
- Measures and lists properties as required to ensure timely New Growth collection, Cyclical inspection cycles, abatement inspections, and data quality related reviews.
- Develops and institutes procedures to ensure fair and efficient assessment administration of real estate, personal property, community preservation surcharge, boat excise, and auto excise taxes, etc. including notices for abatements, exemptions and other germane entitlements.
- Determines the proper classification of all real property in the Town; performs market, cost and income analysis as deemed appropriate; reviews values on real and personal property to determine an accurate assessment using complex assessment methods; reviews applications for abatements and exemptions and reports errors or omissions.
- Determines and assesses a value of all personal property for businesses that is subsequently used to generate a tax bill for every account in the Town
- Responsible for keeping abreast of the laws pertaining to Chapter Land. Determines and enforces eligibility of land classifications (CH 61, 61A & 61B)
- Provides access to assessment records subject to the public right to know law; meets and communicates with tax payers, their representatives and others to explain how assessments are/were derived; attempts to resolve disputes according to professional practices
- Prepares monthly agenda for Board of Assessors; maintains minutes of meetings; provides advice and drafts motions as necessary for Appellate Tax Board; responsible for the annual classification hearing for the setting of the Property Tax rate for all classifications
- Prepares Real Estate Appraisals, represents the Town's interests, and testifies before the Appellate Tax Board; Researches sales data to create Real Estate Appraisal Report for use in defending the Town at the Appellate Tax Board.
- Prepares various reports as required by Massachusetts laws such as: annual new growth, year-end report of exemptions, etc.
- Responsible for implementing, maintaining, and ensuring the accuracy of interfaces of GIS software as well as creating new layers when needed and update various tax maps and subdivision plan maps; responsible for accuracy of the map and parcel layouts. Creates lot splits and subdivisions as well as reflecting deed changes.
- Prepare and recommend the operating budget; track and review related fee revenues and operating expenses; negotiate agreements and contracts for appraisal and valuation services as needed.
- Ensure that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conduct accident and incident investigations within his/her department examine the root cause of all accidents, determine whether or not the incident or accident was preventable, and report findings to town management.

- Develop Department policies and procedures and assign, train and supervise staff. Consult with Finance Director/Town Accountant and Town Manager on such personnel actions as hiring, termination, and discipline and obtain final approval from same for such personnel actions.
- Submits oral and written reports to the Town and State and Federal agencies.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue training and professional development; keeping current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

A Bachelor's Degree with courses in business, finance or a related field is preferred but not required; coursework in property assessment, real estate and personal property appraisal preferred; applicants must have more than five years of real and personal property appraisal experience or related work experience or any equivalent combination of education, training and work experience. Completion of DOR Course 101 Introduction to Assessment, Administration Law, Procedures, and Valuation preferred.

Special Requirements:

Must have and maintain: a valid driver's license; obtain and maintain Massachusetts Association of Assessing Officers (MAAO) professional designation throughout employment with the Town.

Knowledge, Ability and Skill:

- Comprehensive knowledge of modern property appraisal principles and practices, Massachusetts laws (chapters 61, 61A & 61B) relating to property appraisal and assessments and periodic cycles and the use and maintenance of the Town's licensed CAMA system.
- Thorough knowledge of field work and physical inspections of Real and Personal property, new constructions additions, renovations and existing/new businesses to determine valuation and Tax Base Growth.
- Strong knowledge of state and federal laws and regulations related to assessments; appellate tax board procedures; department of revenue reports, lien holding, prior land usage, tax classification hearing procedure, etc.
- Strong knowledge and ability to coordinate GIS programs and data.
- Strong knowledge of municipal budget procedures.
- Ability to oversee and maintain detailed and accurate records using data processing.
- Ability to organize, analyze and interpret financial and property data.
- Ability to make presentations to elected officials, and the public.
- Ability to assign, train, and supervise staff, including contractors.
- Ability to establish and maintain effective working relationships with town staff, officials, department heads, state agencies, property owners, and the like.

- Excellent verbal and written communication skills.
- Strong research skills.
- Excellent analytical and problem solving skills to determine fair property values.
- Aptitude for working with and explaining assessing policies and procedures to the general public and staff.
- High level of customer service skills.
- High level of organizational skills;

Job Environment:

Administrative work is performed under typical office conditions with many interruptions from those coming to the counter. Regular fieldwork is performed with some exposure to weather and the hazards associated with construction sites. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

Requires the operation of a vehicle, telephone, personal computers, copiers, facsimile machines, and other standard office equipment as well as measuring tape and laser measuring equipment.

Makes frequent and periodic contact with Department of Revenue, Registry of Deeds, Department of Local Services, Registry of Motor Vehicles, Appellate Tax Board, Attorneys, other towns, Finance Staff, Town staff, Administrative Staff, property representatives, and the public. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail and professionalism.

Has access to confidential information such as contracts.

Errors in judgment or omissions could result in monetary loss, delay in service, financial and legal impact

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other- construction sites			X	
Other –dealing with unfamiliar dogs		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel			X	
Climbing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
smelling	X			
Bending, pulling, pushing		X		
Other-Driving			X	
Other-Measuring			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)