

Caledonia Charter Township has an opening for the Township Assessor position.

BROAD STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of Township's property appraisal program. Oversees identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws. Also responsible for the supervision, evaluation, discipline and recommending hiring and discharge of all Assessing Department personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- 1. Plans, administers, and provides overall supervision of property appraisal programs for assessment purposes; maintains appropriate level of qualified staff to ensure work is completed to achieve overall department goals.**
- 2. Develops policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.**
- 3. Responds to inquiries and requests for assessment information from the public.**
- 4. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.**
- 5. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal, and in participating at seminars and conferences at various county and State associations.**
- 6. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; may input data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.**
- 7. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with**

Township Building Inspectors regarding new construction in order to update property records.

8. Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.

9. Supervises and participates in the preparation of the property assessment roll for presentation to the Board of Review; supervises adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and oversees preparation of letters and reports associated with this process.

10. Prepares annual budget for the department; conducts periodic performance evaluations of staff, and oversees other departmental administrative functions; submits various forms and schedules to satisfy reporting requirements to the State of Michigan.

11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a Level III Assessor.

12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.

13. Performs other tasks as requested by the Township Manager.

KNOWLEDGE, SKILLS & ABILITIES:

1. Associate's degree required, and Bachelors degree preferred; minimum 5 years relevant experience required gained in all three major classifications of property assessment work; State Assessors' Board Level II Certification required.

2. Excellent communication and interpersonal skills to deal effectively with Township office staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations; represents the Township at various governmental/professional bodies and organizations, and occasionally deal with disgruntled/irate property owner/taxpayers.

3. Hands – on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills also required.

4. Ability to plan, organize, schedule, supervise and complete personal work assignments on timely basis in an environment where interruptions may occur; requires high level of analytical skill as well

as ability to comprehend, interpret and process detail information and data.

5. Valid driver's license to meet travel requirements, ability to walk around construction sites and unattended residences during all seasons and weather conditions, and occasionally lifting boxes of office supplies, files, records and building plans weighing minimum 20 pounds to waist – high level; ability to climb, stoop and bend to perform on site reviews of new construction; also requires manual dexterity to operate a computer proficiently for extended periods.

Pay Rate: TBD

Start Date: TBD

Qualified candidates submit your resume online to Amy Holek at supervisor@caledoniatwp.com by November 08, 2024 at 5pm.