



## Town of Danvers Position Description

<b>Title:</b> Chief Assessor	<b>Classification:</b> Management
<b>Department:</b> Assessing	<b>Grade:</b> M-3
<b>Reports to:</b> Director of Administration & Finance	<b>Department Director:</b> Director of Administration & Finance
<b>Effective Date:</b> February 4, 2021	<b>FLSA Status:</b> FLSA Exempt

### **GENERAL SUMMARY:**

Under the general direction of the Director of Administration & Finance, performs responsible varied duties relating to managing the assessment and appraisal function for the Town of Danvers; including establishing property valuations, preparing tax rates with accompanying schedules and taxable property inventory lists, defending assessments, maintaining and enhancing the Town's land based records, providing appraisal support to the Board of Assessors, in accordance with state and local statute and regulations and policies of the Board of Assessors.

### **ESSENTIAL 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.)*

- Supervises day-to-day operations of the division, monitors workflow, assigns staff to projects, evaluates staff efforts, assists staff in answering questions and responds to inquiries referred by staff, i.e. difficult, problematic and/or unusual issues.
- Implements effective operation of a town-wide property appraisal system; assess value of property; keeps abreast of all new laws pertaining to real estate, personal property, motor vehicle excise and assessing procedures.
- Administers the ad valorem tax system. Discovers, measures, lists and establishes valuations for all property both real and personal within the town. Conducts physical inspections of properties.
- Maintains research by performing property inspections; market, cost and income analysis; reviews value on real and personal property to determine assessment using complex internal assessment methods; reviews application for abatements and exemptions.
- Analyzes real estate market conditions and events to determine trends and changes in the market; collects data from various boards and officials whose actions reflect value.
- Supervises the commitment of real estate personal property, exemptions, motor vehicle excise, farm and machinery excise and special assessment tax bills to the Tax Collector.
- Creates and prepares the required reports for the Massachusetts Department of Revenue; prepares recapitulation report. Interacts with the Department of Revenue for final approval to tax billing procedures. Interacts with the Department of Revenue for final approval to tax billing procedures.
- Implements program for collecting data necessary for all the allocation of the tax burden for each class of property, and the maintenance of complete, accurate and up-to-date property records; maintains records relating to location, valuation, appraisal of all property in the Town, maintaining current inventories of all real and personal property within the Town. Maintains complete, accurate and up-to-date public records and information on all property, both real estate and personal property, including all tax-exempt property.
- Attends professional development meetings and conferences in order to stay abreast of changes and trends in the field and remaining familiar with Massachusetts Law and Regulations concerning taxation.
- Oversees the operation of the Conversion of the valuation file to the billing file for tax collection purposes.
- Inspects and enters data for all building permits throughout the year; enters all changes and building sketches into the appraisal system. Field check, measure and inspects residential and commercial properties on a constant basis for data quality control.

- Coordinates the revisions of Assessors' maps for subdivision of property and deed changes throughout the year.
- Develops requests for proposals and bid specifications for personal property and real estate; oversees contractor.
- Administers motor vehicle excise tax commitments, creating receivables and maintaining the file using motor vehicle software; reviews and processes applications for motor vehicle abatements and exemptions; Analyzes all abatement applications and prepares with suggestions to the Board of Assessors; Generates reports; verifies incorrect values and research errors, reporting changes to the Registry of Motor Vehicles.
- Serves as administrative staff to the Board of Assessors, providing technical assistance for meetings and ensuring proper follow-up of Board decisions.
- Captures new growth through permit activity. Reports all classes of real and personal property that increased in value in over the year.
- Prepares, administers, and monitors division budget.
- Prepares for and testifies before the Appellate Tax Board when necessary.
- Attends educational seminars in order to keep abreast of any changes or development in the field.
- Participates in and is a member of the Town Manager's Leadership Team.
- Performs special projects and related responsibilities as initiated and requested.
- Performs similar or related work as required, directed or as situation dictates.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Economics or Business Administration related to business, finance, and property appraisal. Five to seven years of experience in real state, personal property appraisal, and municipal procedures experience; or any equivalent combination of education, training, and experience.
- At least three (3) years of progressively responsible experience in personnel management required.
- Advanced with computers and Microsoft Office is required.
- Massachusetts Driver's license.
- Massachusetts Accredited Assessor (MAA) certification or ability to obtain within two years, required. Certified Massachusetts Assessor (CMA) preferred.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

#### **KNOWLEDGE, ABILITY AND SKILL**

*Knowledge:* Comprehensive knowledge of modern property appraisal principles and practices. Thorough knowledge of the Massachusetts tax laws and a working knowledge of zoning and building codes; and mapping procedures and knowledge of CAMA systems. Thorough knowledge of valuation methodology, modeling systems and appraisal of complex and/or specialized properties; Thorough knowledge of assessing operations and Mass General Law, MA Department of Revenue requirements and departmental standards and goals.

*Ability:* Ability to accurately appraise real and personal property, ability to maintain overview of detailed and accurate records, using data processing; ability to compute using various statistical methods; ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public; ability to recognize town-wide priorities and work cooperatively to support their accomplishment; ability to prioritize multiple tasks and deal effectively with interruptions; ability to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve; ability to analyze and interpret data and to clearly communicate and document findings for decision-makers; ability to manage several projects at the same time.

*Skills:* Excellent planning, time management and organizational skills. Strong computer skills, proficient skills with the mass appraisal software. Excellent skills in mediation, valuation defense, negotiations, and settlement practices. Excellent customer service skills, excellent written and verbal communication skills, strong project management skills. Excellent attention to detail.

**SUPERVISION**

*Responsibility:* Performs responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the department and in the enforcement of federal, state and local law, and town and departmental bylaws.

*Received:* Works under the general direction of the Director of Administration and Finance, and in accordance with the applicable provisions of the Massachusetts General Laws.

*Exercised:* Responsible for the supervision and performance of all people withing the department under their director and control.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and/or rapidity with which tasks must be accomplished.
- Makes frequent contact with the public, department heads, other Town employees. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Occasional periods spent outside in non-office environment, subject to all weather conditions.
- Has access to employee-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, and significant monetary loss and/or legal repercussions.
- May be required to work additional/extended hours from time to time.

**Physical Requirements**

*(The physical demands described 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.)*

Regularly required to walk, stand, sit, talk, and hear; Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.
- 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.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change, as the needs of the employer and requirements of the job change. Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

**Approved by:**

Jen Breaker  
Human Resources Director

02.08.21  
Date

**Received by:**

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Employee

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Date

\_\_\_\_\_  
Human Resources  
Chief Assessor

\_\_\_\_\_  
Date