

Definition:

Professional, administrative and supervisory work related to the valuation of all residential, industrial and commercial real estate and personal property within the Town in accordance with Department of Revenue (DOR) regulations and related MGL's. Provides financial information to the Finance Team and Finance Committee. Provides financial information to the Board of Selectmen for the tax rate process. Calculates tax levy.

Distinguishing Characteristics:

Appointed by the Board of Selectmen. Works under the administrative direction of the Town Administrator. Responsibilities and duties are performed in accordance with applicable Massachusetts General Laws, Town bylaws and relevant state, federal and local regulations and standards. May work under the policy direction of a Board of Assessors.

Performs highly responsible duties of a complex and technical nature requiring considerable exercise of judgement and initiative in ensuring that all municipal assessment and valuations conform to law and to sound valuation practices. Errors could result in considerable delay and confusion, and could have legal and/or monetary repercussions, and could jeopardize Town programs.

Makes frequent contact with Town departments, state agencies and other Towns, the Finance Committee, Finance Team and the public. Promotes and maintains favorable public relations and good will of the taxpayers by public relations and personal contact.

Maintains department-related confidential information.

Supervises, trains and directs clerical staff. May also supervise the work of contractors during a major revaluation. Establishes department goals and prepares department budget for review and approval.

Work is performed under favorable office conditions but may require attendance at meetings, Town meetings and work after Town offices are closed based on peaks in workload. Meetings may be at either town offices or elsewhere and may be both during and after normal work hours. May inspect properties in the Town in a non-office environment. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts.

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Examples of work:

Oversees the classification of all real and personal property according to its use under guidelines issued by the Department of Revenue.

Determines the total value of all real and personal property within the town on an annual basis. Determines the value of real and personal property subject to any TIF agreements held with the town on an annual basis.

Commits Real Estate, Personal Property and Auto Excise amounts to the Tax Collector in an accurate and timely manner in order to produce tax bills.

Supervises, trains, directs and participates in the daily operations of the Assessors Office. Trains and instructs staff on use of CAMA and GIS information systems.

Inspects additions, alterations to and demolitions of residential and commercial properties. Measures and lists new buildings. Uses building permit data and inspections to determine the effect on valuation of the properties. Provides information from the Assessors Office databases to aid other departments in their functions.

Collects and interprets data significant to the valuation and legal transfer of real and personal property and verifies sales data activity to determine validity. Manages all data dealing with transactions on all real and personal property records, assessment, revisions, exemptions, abatements and motor vehicle excise taxes.

Conducts statistical and mathematical analysis of property values and their relation to recent sales data and other trends in the market.

Conducts a property re-inspection program on a cyclical basis as approved by the Department of Revenue. Presents to the Board of Assessors or Town Administrator a plan for re-evaluation, including budgetary preparation for the project and the implementation plan for the project.

Determines the amount of the Overlay accounts needed for each fiscal year and past fiscal year retentions. Determines the amount of Overlay Surplus.

Reviews and decides on all applications for exemptions involving elderly, veterans, blind and hardship cases.

Reviews and decides on all applications for abatements involving property owners.

Collects and prepares all data and documentation for cases to be tried at the Appellate Tax Board and renders expert witness testimony in defense of assessments.

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Prepares "Recapitulation Sheet" and all supporting documentation for submission to the Department of Revenue prior to the setting of the tax rate annually, consistent with the provisions of 100% valuation and Proposition 2 1/2.

Provides the Board of Selectmen and the general public with detailed information upon which the Selectmen must base their decision whether or not to use the classification provision of Proposition 2 1/2 (a split tax rate for commercial and residential properties.) Documents the amount of new growth that can be added to the total valuation for the Town for the purposes of calculating the tax rate and setting the Levy Limit each fiscal year. Presents options at the annual Classification Hearing and recommends a tax rate to the Board of Selectmen.

Prepares sales reports, conducts sales ratio analysis studies, documents equity of assessments, and submits all other proper certification documents in completing triennial Revaluations as mandated by the Department of Revenue.

Interacts with other department heads, staff, town officials, town agencies and commissions, professional organizations, community groups and the general public.

Develops and administers department budget on an annual basis. Performs miscellaneous related duties as required. Prepares a variety of records and reports for the state.

May seek professional assistance on a contractual basis for revaluation purposes, large scope appraisals, and defense at the Appellate Tax Board subject to budgetary approval.

Establishes and maintains public trust and confidence in the valuation process. Works directly and individually with the general public, real estate appraisers, attorneys, and other data collection agencies; and supervises public relations with the media and general public for information related to the Assessors Office.

Maintains knowledge of Town Bylaws, town policies and procedures and MGL's. Keeps abreast of current legislation and changes in the profession which may affect the Town's operations.

Performs other position related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

Experience in a municipal Assessors Office and possession of a high school diploma; understanding of basic GIS concepts; or any equivalent combination of education, experience, knowledge, skills and abilities. Must be certified as Massachusetts Accredited Assessor (MAA) upon hire.

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II- Knowledge, Ability and Skills

Knowledge: Knowledge of municipal property appraisal techniques. Knowledge of the organization and operation of municipal assessing in the Commonwealth. Knowledge of CAMA or other assessing computer software including databases, spreadsheets and financial packages. Knowledge of Personal Property assessment. Knowledge of basic GIS systems.

Ability: Ability to establish and maintain effective working relationships with co-workers, town officials and the general public. Ability to make appropriate decisions. Ability to analyze and interpret financial data and to present findings clearly and concisely in writing and in oral presentations. Ability to work on several projects at one time. Ability to maintain complex financial records and to provide information and prepare reports from such records. Ability and willingness to learn CAMA, GIS and personal property tax software. Willingness to learn effective managerial techniques.

Skills: Specialty skills in using a variety of computer software systems. Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, internet research, and appropriate department-specific software applications. Skills in making difficult property appraisals. Aptitude for numbers and details. The employee is required to have skill in the use of a personal computer and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.) and measuring tools. Organizational skills. Office management skills. Accuracy and thoroughness in work.

III- Special Requirements

Massachusetts Class D Drivers License.

IV- Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed predominantly in an office setting. Work frequently must be set aside to respond to immediate customer requests and requires ability to respond to these distractions without losing focus on outstanding work. Field work may require walking over uneven terrain when conducting assessments and some exposure to weather.

While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. Occasionally requires walking, standing, bending/stooping, reaching with hands and arms, and carrying/lifting (normally no more than 25 pounds).

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The employee must have good vision to view computer screens and numbers and read reports and printouts for analytical purposes for extended time periods. Requires close vision and color vision to view maps, plot plans and the like. Requires manual dexterity in combination with eye-hand coordination for efficient keyboard input, data entry and filing.

Requires the ability to operate a motor vehicle to visit field sites.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____