

POSITION DESCRIPTION**GE-20****Town of Needham****Assistant Director of Assessing****10/2016*****Duties:***

Under the general direction of the Director of Assessing, assist with property appraisals, valuations, inspections, sub-divisions, land values, records, statistics, reports and administration of the Assessor's Division.

Perform office activities, field measurements and a variety of inspections of primarily of residential and some commercial buildings, alterations, additions, demolitions and general construction in conjunction with records of the Building Department. Interpret and apply appropriate appraisal techniques for fair and equitable assessments. Respond to customer questions relative to valuation issues. Review map revisions, value land, check sub-divisions.

Oversee the daily operation of all office activities of the division, working directly and individually with the public to answer and/or resolve questions, problems and complaints. Supervise staff in providing customer service assistance, administrative record keeping functions, and information regarding to abatement application documentation. Assist the Director of Assessing by researching and providing data for Town officers, reports, local officials and department heads and the Department of Revenue.

Assist in preparing defense and resolving disputes submitted to the Appellate Tax Board. Analyze relevant information and records; prepare related supporting documentation; discuss cases with taxpayers, attorneys, and appraisers, and may represent the Town before the Appellate Tax Board. Authorized to settle selected residential cases within designated dollar levels. Conduct periodic inspection of properties in order to comply with Department of Revenue mandates as well as photo file updating up dating and inspection of all properties changing hands for statistical analysis required for triennial recertification.

Perform data processing procedures dealing with the computerization of valuation techniques. Use PC and other applications in the analysis of computer generated reports and other issues related to the Assessor's office. Assist and guide office staff members on matters relating to assessment, valuation and related records.

Attend professional seminars, workshops and association activities. Perform miscellaneous related duties as required.

Basic Knowledge:

Duties require extensive knowledge of tax law administration and property evaluation techniques equivalent to four years of college or a combination of relevant education and experience. Bachelor's degree in finance, mathematics, public administration or related field is preferred. Massachusetts Accredited Assessor's certificate required.

Ability to use common measuring tools, including a tape measure and laser measuring device.

Ability to estimate personal property value based on machinery type, age, condition, and original cost.

Experience:

Work requires three to five years of related experience in various phases of assessing and appraising including experience with the Department of Revenue's CAMA system and the MS Office suite of applications. Experience with Intelligent Query programs is preferred.

Independent Action:

Works independently referring only sensitive issues or issues of policy to the Director of Assessing.

Supervisory Responsibility:

Act for the Director of Assessing in absence of the incumbent. Supervision of a minimum of 2 FTE's including assignment of job responsibilities and performance evaluation.

Physical and Environmental Standards:

- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, and climbing.
- May spend sustained periods on computer or telephone or operating other office equipment.
- Regular interruptions to assist citizens/customers.
- Travel by personal vehicle within Town and neighboring communities.
- Possession of a valid driver's license.