

CITY OF FITCHBURG

JOB DESCRIPTION

TITLE: CITY ASSESSOR
LOCATION: CITY ASSESSOR'S OFFICE
PAY RANGE: Grade 12
BARGAINING UNIT: FAMASS

The responsibilities and duties listed below are illustrations of the various types of work 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.

RESPONSIBILITIES:

Under general direction of the Mayor, appraises and assesses real property, with the assistance of other members of the Board of Assessors. Periodically revises values. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conducts inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property. Assumes principal responsibility for revaluing property every three years.

DUTIES:

1. Establishes taxable values for new, remodeled, or enlarged residential, commercial, and industrial buildings according to market data, replacement cost, and/or capitalization of income approach (whichever is applicable).
2. Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property.
3. Inspects the location of new businesses to determine the values of taxable personal property, such as office equipment and machinery.
4. Compiles data and prepares information for the annual classification meeting with the Board of Assessors and City Council.
5. Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Planning Board, Building Inspector, and other boards/officials whose actions may reflect a change in value.

Job Description: City Assessor (continued)

DUTIES (continued)

6. Investigates requests for abatements and exemptions of property tax. Prepares comparative cost and sales studies. In conjunction with other Board members, decides on abatement and exemption applications. Testifies on behalf of the Board at hearings before the Appellate Tax Board, and District and Superior Courts.
7. Prepare recapitulation sheets, determine and set tax rate, prepare for classification hearing. Supervise the mailing of 12,000 real estate and personal property bills.
8. Responsible for the design, implementation, and maintenance of the data processing system for the department.
9. Provides information in person, on the telephone, and in writing to property owners and others regarding the municipality's assessment policies and procedures, the determination of specific valuations, tax abatements, and exemptions.
10. Supervises the commitment of real estate, personal property, motor vehicle and special assessment tax bills to the Tax Collector.
11. General management and administration of the Assessing Department. Directs and coordinates efforts of staff. Maintains employee discipline within the department, making sure that employees perform duties in accordance with established laws and operating procedures. Develops and implements training program for employees. Prepares and administers department budget. Purchases equipment and supplies. Supervises the maintenance of department records.
12. Attend meetings with City Solicitor, Auditor, Treasurer and other Department Heads, Lawyers, Realtors, Appraisers, Surveyors. Real Estate Developers, Property Owners.
13. Directs and administers contracts with firms or individuals providing professional assessing services to the municipality, such as computer services, revaluation services, and field inspection services.
14. Reports to Mayor/City Council as required.
15. Handle Appellate Courts Tax appeals.

Job Description: City Assessor (continued)

QUALIFICATIONS:

1. Applicants must have comprehensive experience in the field of mass appraisal and must possess good communication, organizational, administrative and supervisory skills.
2. Demonstrated knowledge of computer assisted mass appraisal techniques is required to continue the use of in-house assessment system.
3. Associate's or higher Degree from an accredited institution of higher education in economics, business administration, real estate, computer science or other related field **and** at least five years full time experience in valuation of property for tax purposes. CMA or MAA or equivalent designation and experience in a Massachusetts municipal setting preferred.
4. Must be familiar with the GIS Computer System, Patriot Appraisal System and MUNIS software is a plus.

PHYSICAL COMPONENT: Light to moderate

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.