

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Assessing Director
Department: Assessors' Office
Appointing Authority: Board of Assessors (BOA)
Affiliation: AFSCME
Grade: G-9
Personnel Board Approved: 5/15/99
Personnel Board Revised: 8/28/2020

Summary of Duties

Professional, administrative, supervisory, and technical work relating to the enforcement and interpretations of Department of Revenue (DOR) regulations as they pertain to the operations of the Assessing Department in accordance with State and local statutes and regulations pertaining to municipal assessments and the policies of the BOA; all other related work as required. Ability to act as team lead and work collaboratively with senior Town staff and the financial team of Treasurer/Collector, Finance, Town Administrator/Selectmen and Board of Assessors.

Supervision Received

Works under policy direction from the BOA, operates in accordance with the statutes, standards and directions from the DOR and local by-laws. Works closely with the Town Administrator in performing various duties.

Performs varied responsible duties requiring considerable independent judgment in the interpretation and application of assessing laws, regulations and practices; responsible for planning and carrying out tasks and assignments independently, resolving conflicts that may arise and coordinating work efforts with other department heads and board members.

Supervision Exercised

Supervises 3 full-time employees and contract employees, as needed.

Job Environment

Administrative work is performed under typical office conditions; the noise level in the work environment is usually moderately quiet in the office; attends evening Board of Assessors meetings.

Field work is performed in various weather conditions; construction sites may be hazardous.

Operates automobile; operates computer and standard office equipment.

Makes constant contact with the general public requiring perceptiveness and discretion, property owners, state officials, Town officials, Town departments, lawyers, appraisers, builders, and governmental agencies in person, by correspondence, by telephone and at public meetings; contacts require excellent customer service skills; the purpose of most contacts is to resolve operating problems and conflicts and to comply with local and State regulations and policies.

Has access to department-oriented confidential information to include some Town residents' financial information, pending litigation and personnel information.

Errors could result in loss of municipal tax revenue, legal ramifications and adverse public relations.

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.

Is responsible for supervising appraisals and/or appraising residential, commercial, industrial, and personal property for the Town of Wayland; conducts inspections of property, as necessary and appropriate in order to maintain a uniform, full market value on all property.

Is responsible for revaluing property for annual and tri-annual certification according to the related Massachusetts General Laws; develops the tri-annual certification work plan in conjunction with the MA Department of Revenue's local advisor to ensure the certification process is completed in a timely and accurate manner.

Prepares bid documents and specifications to hire consultants in conjunction with the Town's Public Building's Director; directs and administers contracts with firms and individuals providing professional services to the Assessors' Office.

Is responsible for studying market conditions and applying various methods of valuation to determine trends and changes in property value.

Directs the review of all deeds, maps, plans, permits and other data to obtain accurate valuation data and to identify and locate all taxable property in the municipality.

Is responsible for ensuring the accuracy and integrity of all assessment information for all Town parcels.

Coordinates all activities of the Board of Assessors; prepares all meeting agendas; provides necessary follow-up to decisions of the Board; provides technical and professional assistance to the Board in the decision-making process.

Reviews applications for abatement and exemption of property taxes, including those adopted by Town Meeting (i.e., Community Preservation Act, Circuit Breaker), and makes recommendations to the Board of Assessors as to eligibility and or possible disposition; inspects and processes certain abatement applications independently; represents the Town of Wayland at the Appellate Tax Board (ATB) defending values established.

As technical advisor to the BOA, and in accordance with State statutes, coordinates, analyzes, proposes and defends abatement appeals and taxpayer appeal proceedings; conducts detailed analysis and negotiates with appellant to arrive at an understanding of valuation issues; defends appeals to ATB; works with specialists in the appraisal of specialized properties.

Maintains records of all property values.

Supervises certification of lists of abutters to various Boards and officials.

Provides information in person, on the telephone and in writing to property owners and others regarding the municipality's assessments, policies and procedures and the determination of tax abatements and exemptions.

Is responsible for the commitment of motor vehicle and boat excise, special assessments and other related municipal finance matters to the Tax Collector and Finance Director.

Creates reports, tables and formulas to study trends and values of property within the Town.

Processes all preliminary and actual tax commitments to the Treasurer Collector's Office in a timely and accurate manner.

Maintains and operates the computer assisted mass appraisal system for the Department; supervises the input of information into the system; performs data entry work; updates software and hardware; responsible for data conversions from assessment to tax billing; works closely with vendors in order to administer tax bills on a timely basis.

Coordinates BOA activities to obtain State approval of annual tax rate; provides follow-up decisions of the BOA; prepares the Tax Rate Recapitulation Report, Tax Classification documentation and relevant information for presentation to the Selectmen; oversees, reviews and reports on remaining balances and expenditures from the Overlay accounts to BOA for declaration of overlay surplus

Is responsible for administering all Town and state by-laws, codes, programs and statutes; drafts policies, applications and standards for new regulation; confers with Town Counsel as necessary.

Represents the BOA at meetings; acts as daily contact person for BOA; prepares Board correspondence on relevant matters; drafts regulations, warrant articles and policies for BOA.

Establishes work schedules and work assignments for all departmental employees consistent with Town by-laws, policies, procedures and applicable collective bargaining agreements ;works with the HR Manager and TA on hiring, training, reviewing and disciplining department employees.

Oversees all administrative functions; directs the daily operations of the Assessor's office; develops office procedures and documents; reviews and prepares draft departmental budget. Administers approved departmental budget; prepares annual report and capital acquisition documents; makes recommendations to the Town Administrator for contracted services; coordinates with the IT Department and participates in upgrades and purchasing of office equipment, computer hardware and computer software for the department.

Administers departmental web page regarding the Assessing Department and the Board of Assessors information, functions and meetings.

Is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her control.

Attends professional meetings and seminars, as well as municipal committee meetings; serves on municipal committees as needed.

Performs similar or related work as directed, required, or as the situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in Business Administration, Finance or a related field of endeavor.

Experience:

Three (3) years of experience in property tax administration.

Substitutions:

An additional four (4) years of related experience may be substituted for the degree requirement.

Licenses/Certificate:

Bi-annual Certificate of Completion of Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Massachusetts Association of Assessing Officers (MAAO) and MA Department of Revenue.

Must possess a valid driver's license to operate a motor vehicle.

Massachusetts Accredited Assessor certification (MAA) required, certification must be maintained throughout the appointment.

Certified Commercial Assessor (CMA) and Residential Massachusetts Assessor (RMA) desirable.

Massachusetts Department of Revenue certification is required within first year of appointment.

Knowledge, Abilities and Skills

Thorough knowledge of modern property appraisal principles and practices, including Massachusetts property tax laws.

Experience successfully defending ATB cases on behalf of a Municipality.

Working knowledge of building, zoning and construction codes.

Working knowledge of accounting and auditing practices relative to property appraisal.

Familiarity with all methodologies and formulas used to determine the assessment of value of the various classes of property.

Thorough knowledge of the computer assisted Mass Appraisal Systems.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

The ability to perform complex mathematical equations, ratio studies, regression analysis, and modeling of assessments.

Ability to read and interpret architectural, building and subdivision plans.

Ability to maintain detailed, complete and accurate records.

Excellent communication skills; ability to communicate effectively, both orally and in writing.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Ability to maintain the confidentiality of information.

Ability to convey technical information to citizens.

Ability to coordinate office activities.

Ability to supervise, motivate and direct staff.

Ability to operate a motor vehicle.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong interpersonal, organizational, management and budgetary skills.

Physical Requirements

Minimal physical effort generally required in performing administrative duties; moderate physical effort required when conducting field inspections. Ability to maneuver stairs and uneven terrain for field inspections during all types of weather conditions. Required to reach.

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