



Job Title: City Assessor
Reports To: City Administrator
FLSA Status: Exempt
Job Grade: 65
Department: Assessing
Approved by: City Administrator
Date Prepared: July 1, 2013

SUMMARY

Under administrative direction, provides management, leadership and coordination over the City's assessment activities.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops and implements operating procedures and guidelines for the Assessment Department; determines priorities and project schedules.
- Gathers and analyzes current market data and building and economic trends to determine levels of assessment for the coming year.
- Supervises and manages activities and work processes of department employees; establishes guidelines and policies to ensure effective and efficient operations; conducts monthly meetings; reviews, plans and assigns duties; directs staff work; oversees staff training and development; provides work directives, guidance and development; disciplines employees; addresses complaints; resolves problems; hires and terminates employees as necessary.
- Developments and implements the Department annual budget; forecasts the need for staff, equipment and supplies; monitors and approves expenditures.
- Interprets assessment rules and regulations; determines if the City is in compliance with regulations regarding the North Dakota Century Code (NDCC) and the Uniform Standards of Professional Appraisal Practices (USPAP).
- Gathers, reviews, and analyzes sales, construction, and area economics for use in formulating index rates, cost schedules, depreciation tables and land valuations to establish levels of assessments for neighborhoods and property types.
- Establishes and maintains working relationships by participating in meetings as the Assessment Department representative; provides information to the City Commission, Economic Development Board, governmental and private organizations, and outside interest groups that include appraisers or realtors regarding state and national assessment standards; meets with public and property owners regarding property tax concerns and assessment procedures.
- Directs the annual reassessment of all of the property for the upcoming tax assessment year; prepares annual reports for the City and county commissions.
- Maintains Department records, including updating maps, assessment roll, property cards and other related documents; identifies, categorizes, inventories, and assigns PIN numbers to all new parcels via platting or annexation.

- Defends property appraisals on all levels of appeal (state, county, and city); compiles data for the defense of appraisals; testifies in defense of appraisals.
- Performs property appraisals on complex and complicated real property using accepted standards of appraisal.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Business Administration or a closely related field AND eight years of experience, including three years of supervisory experience, in real estate appraisal or an equivalent combination of education and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Operations of real property appraisal and assessment.
- Mass appraisal methods and techniques.
- Pertinent local and state laws, codes and regulations regarding property appraisal and assessment.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion and judgment within established procedural guidelines.
- Supervising the work of subordinate staff, team building, and effective customer service.
- Communicating effectively, both orally and in writing.
- Creating and maintaining effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, business owners, external government agencies and organizations, and the general public.
- Conducting research and performing complex mathematical calculations.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

North Dakota Class 1 City Assessor certification.

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in a standard office environment. May be required to perform outdoor work with potential exposure to extreme weather conditions, dangerous machinery, hazardous chemicals and infectious diseases. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.