



City Assessor

Job Specification
Classification: Competitive
Series: Assessment
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Assessment series and is responsible for managing the assessment operations. Responsibilities include developing valuation methodologies and procedures; inspecting properties; preparing reports; planning and managing special projects; and responding to questions, complaints and issues from the public.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Develops, implements, and administers operating policies and procedures including residential and commercial valuation models, and monitors compliance.
- Administers and monitors the departmental budget including allocating resources and approving expenditures
- Prepares detailed assessed valuation reports of all types of real property for appraisal and re-appraisal using predetermined guidelines and standard appraisal techniques.
- Manages, reviews, and updates computer files related to parcel creation/deletion, assessed values, parcel identifications, inventory changes, and valuation updates.
- Responds to and resolves sensitive questions or concerns from the public, the community, and staff regarding property ownership and assessment policies.
- Conducts informal assessment review hearings; coordinates, schedules and attends Board of Assessment Review hearings; represents the City in Small Claims Assessment Review hearings. Determines changes to assessed values, negotiates settlement amounts, and conditions for court challenges.
- Reviews and determines current assessments level and uniformity; determines remedial action if necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Management and leadership principles;
- Budget administration principles;
- Strategic planning principles;
- Negotiation and mediation techniques to resolve assessment disputes;
- Advanced practices and techniques of property assessment;
- Computers and related software applications;
- Applicable federal, state, and local laws, codes, ordinances, rules and regulations;

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Operate a computer and related software applications;
- Maintain confidential files and records;
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Interpret and apply applicable laws, rules, and regulations;
- Write detailed reports related to property sales, assessment policies, and valuations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Analyze, interpret, and understand technical and statistical information, including assessment formulas;
- Mediate and resolve conflicts and problems with citizens regarding property valuations;
- Use formulas for determining tax assessments and exemptions;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in mathematics, accounting, business, economics, public administration, science, or closely related field and 4 years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; or
- (B) Associate's Degree in mathematics, accounting, business, economics, public administration, science, or closely related field and 6 years of full-time paid experience as an assessor, appraiser, valuation data manager, or similar experience; or
- (C) Graduation from high school or possession of a high school equivalency diploma and 8 years of full-time paid experience as an assessor.

Licensing requirements: NYS driver's license appropriate to the vehicles being operated.

SPECIAL REQUIREMENT: Must obtain and maintain certification as a sole appointed assessor as required by New York State.

Classification history:

Revised: 1/20/2004; 11/16/2004; 3/20/2012*

*Title change from Assessor to City Assessor