

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: DIRECTOR OF REAL ESTATE ASSESSMENTS
DEPARTMENT: ASSESSING
REPORTS TO: CITY MANAGER

JOB CODE: 8040
DATE: 2/08

JOB SUMMARY:

Assigns value to all taxable and exempt property, administers various tax programs, and maintains records of city-wide assessing functions. Acts as valuation consultant and appraiser to the City Manager and department heads.

ESSENTIAL JOB FUNCTIONS:

Performs statistical updates and valuations of all property types in the city, utilizing computer assisted mass appraisal systems (CAMA).

Ensures proper administration of state laws, rules, regulations, and procedures concerning property appraisal, taxation, exemptions, credits, easements, abatements, utility, timber, and excavation taxes.

Performs supervisory responsibilities, including interviewing, hiring, training, planning, assigning, and directing work, reviewing performance, rewarding and disciplining employees, addressing complaints and suggestions, and resolving problems.

Creates and delivers the real estate tax billing file and warrants to the Tax Collector.

Improves public knowledge, department accountability, and acceptance of proper assessing functions through public relations programs.

Prepares and presents evidence and expert testimony on behalf of the city for appeals filed at the Board of Tax and Land Appeals.

Collaborates with the City Solicitor, the City Paralegal, and contracted attorneys on issues of law and Superior Court trial preparations.

Completes and delivers required assessment forms (MS-1) to the New Hampshire Department of Revenue Administration for review and setting of the annual tax rate.

Reviews applications and provides information and assistance on Discretionary Agricultural Easement requests to the Heritage Commission.

Provides information on the potential impacts and consequences of changes to state laws, rules, and regulations regarding property assessment and taxation to the City Manager and City Councilors; provides testimony on proposed legislation, rules, and regulations on behalf of the city.

Provides appraisal consultation and review services to the City Manager and other department and division heads.

Communicates with various media representatives, including radio, television, and print media.

Attends and participates in meetings, forums, and conferences concerning property appraisal, taxation, and administration.

Reviews and determines property exemption requests.

Contacts directors and managers of exempt properties to negotiate Payment in Lieu of Tax (PILOT) agreements.

Reviews and delivers the annual equalized ratio study to the Department of Revenue Administration.

Directs and reviews department budget preparation; determines and writes budget narratives and objectives; presents department budget.

Serves as clerk and support staff to the Board of Assessors, who review and make decisions to grant or deny abatement requests, elderly and disabled tax deferrals, and hardship abatements; signs warrants authorizing the collection of taxes.

Responds to inquiries made by the general public, property owners, representatives of other departments, and elected officials, in writing or verbally, concerning assessments, taxation, and state laws, regulations, and rules.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer
Printer
Measuring Tape

Calculator
Copier
Camera

Telephone
Fax machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree (Master's degree preferred) from a four-year college or university in Business Management, Finance, Public Administration, or other related field; and, six or more years of progressively responsible experience as an appraiser of real property, assessor, or in other related fields involving Computer Assisted Mass Appraisal and/or Multi-Regression Analysis; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Driver's License.

Department of Revenue approval as a certified Property Assessor Supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Appraisal techniques and methodology.

Statistical processes and regression analysis.

Economic theories and principles.

Mapping and geographic information systems, including land surveying.

Zoning techniques.

The methods and principles of construction and property development.

State laws, rules, and regulations regarding the assessment of property, abatements, the harvesting of timber, excavation of earth materials, current use, conservation easements, discretionary agricultural and open space easements, collection of taxes, railroad taxation, utility taxation, property tax exemptions and credits, and persons or property liable to taxation.

Administrative and supervisory techniques.

City ordinances and procedures.

Soil types, including wetlands.

Skill in:

Training and teaching employees.

Various computer programs, including Microsoft Excel, Publisher, and Power Point.

Developing effective working relationships with the general public, department heads, elected officials, business and professional contacts, and subordinates.

Performing and reviewing property appraisals.

Reading and interpreting deeds, trusts, plans, surveys, and other legal documents.

Reading and understanding federal income tax returns and personal and business financial documents.

Understanding and using the CAMA system (Vision Appraisal Software).

Mental and Physical Abilities to:

Communicate effectively, both orally and in writing.

Give directions and gain compliance from subordinates.

Establish and maintain effective working relations with the general public, other department heads, officials, and subordinates.

Actively and positively influence a variety of people on his/her own and under changing situations.

Obtain timely results despite interruptions, problems, and resistance.

Interpret and apply laws and ordinances to problems with property with property appraisal, assessment, and review.

Prepare detailed reports with recommendations.

Develop, comprehend, and apply tax rules and collection procedures.

Read tax maps and legal descriptions.

Work with mathematical concepts such as probability and statistical inference and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Define problems, collect data, establish facts, and draw valid conclusions.

While performing essential functions of this job, employee is regularly expected to stand, walk, sit, reach with hands and arms, climb or balance, talk or hear, lift and/or move negligible amounts of weight, and use hands to finger, handle, or feel.

Specific vision abilities required for this job include: close vision, distance vision, ability to discriminate between colors, peripheral vision, depth vision, and ability to adjust focus.

Working Conditions:

Incumbent's working conditions are typically quiet.

Director of Real Estate Assessments
Page 5 of 4

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.