

WESTFORD TOWN ASSESSOR JOB DESCRIPTION

Updated: June 2021

Status: Contract, Part-time

Reports to: Selectboard

I. Official Title

Town Assessor

II. Job Definition

The Assessor is responsible for oversight and management of the Town's property tax assessment functions, and valuation of all real property in accordance with Vermont State Statutes. In addition, this position is responsible for producing the Town's annual Grand List Book, assisting with printing tax bills, and performing all other technical, administrative, and supervisory work in directing the operations of the assessor's department.

III. Essential Duties and Responsibilities

Westford employees are part of a team. The Assessor works together with various employees and elected and appointed officials to best implement the requirements of the position.

- Performs highly responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the Assessor's office.
- Determines property assessments and statutory exemptions and keeps abreast of all new laws pertaining to real estate.
- Exercises excellent communication skills, professionalism, diplomacy, tact and confidentiality through frequent contact with the general public, local and state officials, department heads and employees, lawyers, real estate agents, or other organizations and individuals.
- Prepares recommendation on annual budget requirements for the Assessor's office and monitors expenditures within assigned budget. Has purchasing authority for department in accordance with Town's Purchasing Policy.
- Trains and supervises 1 part-time employee.
- Oversees and ensures the proper security of public and confidential department related materials, including but not limited to, personnel, bid proposals, property tax information, and property assessment negotiations.
- Performs property inspections.
- Performs market, cost, and income analysis; reviews values on real property to determine assessment.
- Oversees the compilation of data needed to prepare the Grand List in a timely basis in accordance with statutory deadlines as specified by the State of Vermont.
- Ensures all required state reports are completed and delivered to the appropriate local or state office in a timely manner.
- Notifies property owners of changes to their assessment and hearing any resulting grievances.
- Prepares for and testifies at hearings before the Board of Civil Authority, the State Board and

Superior Court.

- Works with property owners to negotiate their assessment when necessary.
- Assists with producing tax bills after tax rate is set.
- Additional duties as required or assigned.

IV. Knowledge, Skills and Abilities

- Comprehensive knowledge of current property appraisal principles and practices and Vermont property tax laws.
- Ability to supervise assistant and to delegate tasks.
- Ability to interact with co-workers, members of the general public, and other local and State entities in a professional and courteous manner at all times.
- Ability to maintain detailed and accurate records using data processing.
- Knowledge of budgetary procedures and fiscal accountability.
- Effective oral and written communication skills.
- Valid Vermont driver's license.
- Ability to accept constructive criticism.
- Advanced computer skills for spreadsheets, databases and word processing.
- Ability to use New England Municipal Resource Center (NEMRC) and CAMA (Computer Assisted Mass Appraisal) computer systems and understand modeling techniques.
- Ability to obtain a working knowledge of departmental operations and procedures, and pertinent state and local statutes related to assessments, grand list, and notices.
- Ability to plan and forecast seasonal department workload, including equipment and staffing requirements; develop objectives; and arrange resources to assure that statutory deadlines are met.
- Ability to maintain confidentiality in all aspects of the position.

V. Education and Experience

- High School Diploma required.
- Requires 5 to 7 years of relevant experience in appraisal, real estate, economics, accounting, etc., and/or Bachelor's degree in a relevant field (real estate, economics, accounting, public administration, etc.) preferred. Two years supervisory/managerial work in mass appraisal is preferred.
- Relevant real estate appraisal courses preferred.
- Ability to obtain and maintain Professional Designation Certificate from the IAAO, and/or at a minimum, Vermont Property Appraisal level III certificate required.

Decision-Making Authority

This position has the ability to implement plans, policies and procedures as directed by the Selectboard.

Communication Skills

Ability to demonstrate outstanding communication skills, with English language fluency. Ability to read, analyze, and interpret professional journals, technical procedures, and governmental

regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from town employees, elected officials, and the general public.

Reasoning Ability

Ability to define problems, collect data, establish facts and trends and draw valid conclusions. Ability to interpret a variety of instructions in mathematical or diagram form and deal with a variety of abstract and concrete variables.