

Job Description

Human Resource Use Only

Position Number:
Step/Grade- M
Effective Date: 10/2013

POSITION IDENTIFICATION

Position Title: City Assessor
Division: ~~Planning~~ Assessor
Status: Full Time / Exempt
Normal Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.), plus additional hours as necessary

SUPERVISORY RELATIONSHIPS

Reports to: ~~City Planner~~ Community Development Director
Directly Supervises: Contract Assessment Personnel

POSITION PURPOSE

The City Assessor is responsible for establishing the accurate and equitable valuation of all residential and commercial real estate, and personal property in accordance with Wisconsin Statutes. This manager level position develops, implements and administers the policies and procedures necessary for completion of the annual assessment roll. The Assessor also participates in fieldwork at every level to assure timely, accurate, and appropriate valuation for all property assessed by the City under statute. City-wide revaluations are also overseen by the Assessor through consulting assessment services. The Assessor exercises a high degree of independent judgment and discretion in making technical decisions which involve analyzing, formulating, initializing and reviewing the effectiveness of valuation and assessment methods and procedures, and in the hearing and adjustment of taxpayer complaints.

The Assessor is also responsible for directing the necessary duties of a Property Lister under Wis. Stat. § 70.09, which includes processing the documents that affect land boundary location, title interest and extents, and property taxation status so land interest can be identified, listed, mapped, assessed, and taxed, and providing technical and/or professional assistance to the public concerning issues related to land ownership and location. The listing function is to carry out statutory duties to create and maintain a current file that accurately displays the property ownership, mailing address, and taxing status.

ESSENTIAL DUTIES

- Appraises all property in the City as required under statute, and reviews appraisal work of contract assessment services. Adheres to the “Wisconsin Property Assessment Manual” (WPAM) in appraisal practice and procedures.
- Completes statutory required reports for the Wisconsin Department of Revenue (DOR) including the “Exempt Computer Value Report”, “Municipal Assessment Report” (MAR), “Tax Incremental District Assessment Report” (TAR), and files these reports electronically.
- Trains the Engineering Aide in the following duties: (i) updates property ownership and legal description information for all parcels of real property in the City based upon the timely review of deeds; (ii) reviews all deeds and Certified Survey Maps (CSM) for the City; and (iii) updates the IAS database.

- Determines whether or not a property qualifies for an exemption from property taxation.
- Determines tax exemption status and completes low income certifications for properties with low-income housing (Wis. Stat. § 70.11(4a)(g)1.), and benevolent retirement homes for the aged (Sec 70.11 (4d)).
- Plans, implements, and oversees City-wide revaluations, including updating “Computer Assisted Mass Appraisal” (CAMA) cost tables, and development of market models through multiple regression techniques and other statistical analysis procedures.
- Attends and participates in Board of Review (BOR) sessions, including the research and preparation for defense of assessments; attends, testifies and defends appeals to the DOR and to Circuit Court; and discusses assessments with property owners prior to appearance at the BOR.
- Works with the City Planner and City Attorney in the preparation of annual contracts for assessment services.
- Analyzes interest rates, income and expense statements, collects and reviews data on local building costs, capitalization rates, sales and rental data, and studies local land values, and keeps the City Planner informed of trends in residential and commercial real estate markets.
- Reviews statistical sales data and confers with the DOR, including appeals of determinations, as necessary, and responds to local concerns related to such findings.
- Prepares assessment change notices and the annual assessment roll with supporting assessment reports as required by statute, and creates brochures, sales lists and related materials for distribution to property owners.
- Reviews and processes annual “Statements of Personal Property” (Statement), and calculates assessed values for all businesses located in the City, including, but not limited to: (i) supervising the assessment contract services in the annual gathering and fielding of personal property accounts; (ii) placing dooage assessments on business owners that fail to file a Statement; (iii) forwards the Statement to other jurisdictions, as needed; (iv) prints and mails notices of assessments to all personal property accounts; and (v) reconciles reports and corrects palpable errors.
- Prepares detailed appraisals, and provides opinions of value to other City departments, as requested.
- Participates in economic development creation through collaboration with other department heads and the Common Council as requested.
- Reviews and comments on all appraisals prepared by fee appraisers under contract with the City for various land acquisition needs.
- Confers with state, county, and other City departments on matters of zoning, building ordinances, easements, engineering requirements, and any other conditions that may affect the market value of property.
- Develops, presents, and responds to inquiries for the annual department budget. Utilizes Springbrook’s extended budgeting module, and on a quarterly basis, prepares budget exception report for the Finance Director.
- Collects occupational tax roll for operators of grain elevators and warehouses.
- Develops and maintains Assessor’s page and property records on the City’s website, and works closely with the Information Technology (IT) department on this effort.
- Answers all inquiries from the public regarding property records.
- Downloads data to DOR’s “Integrated Property Assessment System” (IPAS), and “Provide Assessment Data” (PAD) system.

- Works closely with the IT department to create and maintain the sales database in a HTML format for DOR.
- Prepares the “Uniform Standards of Professional Appraisal Practice” (USPAP), Standard 6, Mass Appraisal, and submits this report to DOR.
- Maintains good public relations by keeping property owners, civic associations, and business owners informed of the assessment process and appeal procedures.
- Keeps the Common Council, the Mayor, and other department heads informed of property value trends, and any legislation that might affect the property tax system.
- Utilizes the GIS system, and confers with the Engineering Aide and Associate Planner on any parcel map irregularities.
- Compiles the City’s top 15 taxpayers for the Finance Director.
- Prepares Best Western land agreement and Payment in Lieu of Taxes (PILOT) calculations for the Finance Director.
- Utilizes “Query Builder” software in preparing reports and spreadsheets, and assists and trains users of IAS with Query Builder.
- Compiles and maintains a commercial sales file for appraisers and/or the general public.
- Performs related work as required.

OTHER DUTIES

Attends other meetings and performs others duties as required.

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor’s Degree from an accredited institution in business administration, economics, public finance, statistics, property assessing, or related field preferred, along with a minimum of five (5) years experience in progressively responsible real property appraisal, including technical proficiency in the appraisal of complex income producing properties, supervisory experience, and public sector large scale mass appraisal.

Experience: Prior municipal assessing experience preferred. The Assessor should be familiar with the WPAM, including, but not limited to Chapter 21, Section 7 of Volume 1, which deals with court cases and Attorney General Opinions regarding property exemptions. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.

Certifications/Licenses: Certification by the DOR at level of “Assessor 2” is required at time of hire. Must be able to maintain appropriate number of continuing education credits. Attendance at annual conference of DOR is required, and attendance at League of Municipalities “Municipal Assessors Institute” is recommended. Active participation in the Wisconsin Association of Assessing Officers is recommended.

Other Requirements: -Proficient in 10-key skills. Must possess valid Wisconsin driver’s license. Work must be accurate and error free. Must possess ability to type with accuracy.

KNOWLEDGE, SKILLS, & ABILITIES

- Mastery of modern valuation and assessment principles, practices, and techniques, and Wisconsin property tax laws and regulations. Full knowledge of local property values and

trends, building costs and sources of comparative information. Knowledge of principles and techniques in training and supervising personnel.

- Ability to interpret a variety of financial reports, including income and expense statements, property transfer documents, mortgages, leases, deeds, blueprints and building plans. Ability to make quick and accurate decisions involving a wide range of types of properties, and the skills to support these decisions with valid and reliable information.
- A good working knowledge of computer operations and procedures is required. Experience in operating computer-assisted mass appraisal systems, statistical software packages, word processing programs, spreadsheets, and databases is required.
- Independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.
- Ability to meet multiple deadlines and work effectively in a team environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; to collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions and data in mathematical or diagram form; and to deal with several concrete and abstract variables.
- Ability to read and interpret policy manuals, technical manuals, legal law manuals; to interpret local, State and federal laws and regulations; to train and supervise others; to present facts and recommendations effectively in written and oral form; and to prepare and issue reports, documents, interpretative opinions to be used by staff, boards, and the general public.
- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; and the ability to interpret graphs and formulas involving several variables in complex situations.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. . Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in the operation of computer keyboard, telephone and calculator.

Physical Effort: The employee often may be required to climb steps or steep inclines. The employee is required to operate an automobile and enter and exit the automobile several times a day. The employee is occasionally required to lift and/or move up to 50 pounds

Working Conditions: While performing the duties of this job, may be exposed to outside weather conditions; often walks over uneven terrain; occasionally

encounters dusty or damp building interiors. The noise level in the work environment is typically moderate, however there may be some exposure to construction noise at inspection sites. The environmental adaptability described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.