

**Town of Brunswick**  
**Position Description**  
**FLSA: Exempt**

**Position Title:** Assessor

**Department:** Assessing

**Reports To:** Town Manager

**GENERAL SUMMARY:**

This is a highly responsible department head position, and a member of the Town's senior management team. Under the general direction of the Town Manager, and in accordance with applicable Maine law, this position is responsible for supervising and conducting the appraisal and assessment of real and personal property for tax purposes and developing the methods and procedures for administrating the assessing program. The incumbent also serves as the Street Addressing Officer and maintains the 911 addressing system.

**ESSENTIAL JOB FUNCTIONS:**

- Develops, implements, directs and maintains a mass appraisal program to appraise all real and personal property for property tax purposes; developing all building cost and land valuation tables as needed.
- Directs or performs the systematic review of all transfers of ownership of real and personal property; developing and carrying out all necessary recordkeeping.
- Directs or completes the annual municipal tax commitment and sets the tax rate in conformance with the budgetary requirements and Maine law.
- Directs the development of changes to the municipality's tax maps considering such information as deeds, boundary surveys, and aerial photographs.
- Directs the preparation of or prepares the annual Municipal Valuation Return and Sales Ratio Study (Turnaround Document) for Maine Revenue Services.
- Directs the design, implementation and evaluation of the department's records management system to facilitate department functions in an effective and efficient manner, and to meet the statutory requirements of the office.
- Reviews all exemption applications and renders a decision under the guidelines of the applicable State laws.
- Reviews and approves all current use classifications (Tree Growth, Open Space and Farmland Classification). Calculates withdrawal penalties.
- Reviews all abatement applications and renders a decision under the guidelines of the applicable State laws and accepted appraisal practices. Maintains accurate records.
- Prepares and presents abatement cases to the Brunswick Board of Assessment Review, the State Board of Assessment Review and Superior Court.
- Meets with taxpayers, interested citizens, municipal officials and professional appraisers or tax consultants to answer questions or provide requested factual data.

- Serves as chief spokesperson for the department, and assumes responsibility for public awareness, media relations, and speaking at community programs.
- Serves as the Street Addressing Officer for and maintains the 911 addressing system.
- Directs the development of, or develops and revises, department policies.
- Reviews, analyzes, and evaluates programs regularly, and makes suggestions for program enhancements/updates. Proactively develops and institutes new programs.
- Directs the day-to-day departmental operations and staff, including, but not limited to: hiring/firing, scheduling, supervision, performance evaluation, coaching and counseling, employee development.
- Prepares departmental revenues and expenditure budgets. Manages departmental appropriations, expenditures, and revenues; anticipates challenges and adjusts accordingly. Reviews and recommends adjustments in application and permit fees.
- Represents the department and the Town of Brunswick before various boards and commissions, including Town Council and Town Manager, and participates in various organizations as a representative of the Town and/or Department as appropriate.
- Serves as a member of the Town's administrative management team by participating in organizational development activities, training, strategic and comprehensive planning, problem-solving and other management programs as needed.
- Consults with and advises the Town Manager on appraisal and valuation issues as requested.
- Maintains personal professional development in own field of expertise by attending related training seminars and actively participating in professional associations.
- Performs other related duties as required.

#### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Knowledge of public or business administration or related field equivalent to completion of a 4-year college degree and at least 5 years of related experience, or equivalent combination of education and experience that allows for the effective performance of the position requirements.
- Certification as a Certified Maine Assessor is required. 36 MRSA § 341
- Advanced knowledge of modern appraisal and assessment principles and practices, and proficiency in the application of various appraisal and costing methods.
- Extensive knowledge of, and proficiency in, interpreting, explaining, and applying federal, state and local law and regulations governing appraisal and tax assessment.
- Considerable experience in the administration of the property assessment office and in mass appraisal of land, buildings and personal property as well as the ability to plan, assign, and supervise the activities of a technical and clerical staff engaged in assessment administration.
- Considerable knowledge and application of personnel management skills, including supervision, performance evaluation, and personnel recruitment, retention, and development. Ability to lead, motivate and direct the activities of department personnel.
- Considerable knowledge of budget preparation and administration, and the ability to effectively prepare and monitor budget allocations and the efficient use of financial resources.

- Expertise and skill in the management of complex and long-term projects in order to complete them in a timely, efficient, and effective manner. Skill in establishing priorities, organizing work and developing short-term and long-range plans.
- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations and the general public.
- Excellent ability to communicate complex ideas and concepts effectively, both orally and in writing, including the ability to prepare and provide clear presentations to a variety of organizations and audiences.
- Excellent ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Expertise and proficiency in personal computer usage including word processing, database and spreadsheet software (preferably Microsoft Office).
- Expertise and proficiency in the use of mass appraisal assessment software, utilizing various costing methodologies. Proficiency with Vision Appraisal and Marshall Swift.
- Considerable knowledge of and ability in the use of computer aided drafting software.
- Considerable understanding of the effective use of Geographical Information Systems (GIS) in an assessing environment.
- Knowledge of the federal and state legislative process and ability to keep up to date on legislation.
- Excellent records management skills and the ability to maintain confidentiality.
- Valid Maine Driver's license.

### **SUPERVISORY RESPONSIBILITIES:**

Assistant Assessor, Appraiser and Administrative Assistant/Appraiser

### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

Frequent periods of moderate physical exertion, requiring ability to walk, stand, bend and crawl. Frequent outside work subject to varying weather conditions. Regularly operates a desktop computer and other office equipment, requiring hand-eye coordination and finger dexterity. Communicates face-to-face and on the telephone while occasionally encountering disruptive circumstances. Frequently involves extended hours and evening meetings. Work involves travel and occasional off-site meetings.

The essential functions listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment. This job description is subject to change by the Town of Brunswick as the needs of the Town and requirements of the position change.

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential**

**job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.\***

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_