



## Job Description

Position: Assessor/Administrator  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Board of Assessors  
Description Updated On: October 26, 2021

### Summary/Objective

The Assessor/Administrator is responsible for managing the assessment and appraisal function of real estate and personal property for the Town, including establishing property valuations, preparing and maintaining property inventory, ensuring timely Department of Revenue certification of values and tax rate approval, defending assessments before the Appellate Tax Board, abatement and exemption administration, providing appraisal support to town departments in accordance with state and local statutes and the policies of the Board of Assessors, and the supervision of full-time and seasonal employees.

### Essential Functions

- Values all real and personal property on a fair cash value basis and obtain Department of Revenue certification.
- Classifies property based on use.
- Gathers and analyzes property data and market conditions through deed review, sales verification, income and expense returns, annual personal property returns and business certificates.
- Conducts property inspections for cyclical review, abatement review and building permits.
- Generates additional revenue through the assessment of property taxes on new growth, lot splits, and supplemental taxes.
- Participates in the preparation of the Tax Recapitulation Sheet and submits it for approval. Presents annual classification hearing data to Select Board.
- Creates tax bill files and warrants to collect real and personal property taxes.
- Calculates supplemental taxes, tax increment financing exemptions, and payments in lieu of tax.
- Monitors legislative changes and implements necessary changes to assessment policy. Notifies Select Board and State Representatives of pending legislation relating to property assessment and taxation that would impact the community.
- Serves as clerk of the Board of Assessors and acts as contact person; attends all meetings, prepares agendas and minutes, schedules appointments. Reports on all matters requiring Board of Assessors approval. Submits recommendations for action by the Board on agenda issues. Serves as the Board's expert during public hearings.
- Reads and interprets subdivision plans, creates lot splits and merges for annual updates to the Milford Geographical Information System (GIS) and Town tax maps. Assigns parcel numbers and street addresses with notice to town, state and federal agencies.
- Updates the Town website with property assessment, ownership, GIS and tax map changes.
- Coordinates, analyzes, and defends abatement appeals filed locally and with the Appellate Tax Board; works with related attorneys and property valuation specialists.

- Oversees annual revaluation projects within the Town; develops goals and objectives, prepares procurement specifications, performs all related public relations, institutes a quality control program and ensures that vendors meet all contractual obligations.
- Reviews, processes and protects confidential statutory, religious and charitable exemption applications and abatement applications.
- Oversees the creation of motor vehicle excise bills and abatements.
- Oversees the data entry of municipal charges to delinquent taxpayers on property tax bills.
- Supervises the daily operations of the Assessors' Office; directs and trains staff with bi-annual performance reviews.
- Reconciles with the Finance Director and Tax Collector monthly.
- Prepares and monitors departmental budget and submits annual report.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in Public Administration and/or Massachusetts Accredited Assessor designation or equivalent. Five (5) years' experience in property assessing or appraisal with at least three (3) years' supervisory experience in an administrative municipal assessment role or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Knowledge of Massachusetts General Laws pertaining to municipal finance and taxation required. Massachusetts Accredited Assessor (MAA) designation required. Must be certified to classify property according to use by the Commissioner of Revenue; must have a valid driver's license.

### **Knowledge, Skills & Abilities**

- Thorough knowledge of the principles, methods, and techniques of property valuation, as well as Massachusetts Laws and Department of Revenue guidelines governing assessment administration; thorough knowledge of the Massachusetts Appellate Tax Board practices and procedures and the ability to apply this knowledge in negotiations with property owners and tax representatives.
- A high degree of communication and appraisal skills required along with precision in calculations; decisiveness and tact are necessary in dealing with the public and colleagues; must be proficient in Microsoft Office.
- Ability to prepare accurate financial reports as well as to effectively communicate the results both orally and in writing; ability to exercise independent judgment in planning and performing duties requiring considerable experience, discretion, and technical knowledge; ability to read and interpret building plans and blueprints, subdivision plans; must understand zoning laws. Must be proficient with multiple databases and have ability to perform data quality reviews.

### **Physical and Mental Job Requirements**

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, sitting, standing, walking, bending and climbing stairs. Motor skills include operating a large measuring tape, digital measuring device, office computers and equipment, and operating a motor vehicle.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services

- Make decisions that have significant impact on a dept's credibility, operations, and/or services
- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

**Work Environment**

- The functions of this role are conducted in both an office environment and field environment (employee enters homes accompanied only by homeowner). A portion of the work is performed outdoors, at which time the employee may be exposed to hostile pets and/or people, biohazards, traffic, weather, construction materials, landscaping, and unsanitary inspection sites.

**Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_