



## CITY OF WOONSOCKET

### POSITION DESCRIPTION

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**JOB TITLE:** City Tax Assessor

**DEPARTMENT/DIVISION:** Finance Department/Tax Assessing Division

**UNION:** Non-Union/Non-Classified

**POSITION SUMMARY:** The City Tax Assessor is a professional position who will serve as a key member of the City of Woonsocket's leadership team and whose success requires considerable specialized technical knowledge, strong analytical ability, excellent organizational skills, and the capacity to effectively deal with taxpayers, City Administration and public officials. The City Tax Assessor is responsible for the valuation and tax assessing of all taxable real estate and personal property within the City of Woonsocket which involves 1) the fixing of an assessed valuation on all taxable real estate and personal property as prescribed by State Law and Local Ordinance; 2) the preparation of an assessment roll and a tax roll in the manner provided by state law and City ordinance; and 3) the planning, engagement and conducting of a periodic assessment revaluation as directed for tax assessors under state law.

Under the general direction of the Finance Director, the City Tax Assessor is expected to work with considerable independence within the general laws of the City of Woonsocket and the State of Rhode Island. The City Tax Assessor is considered an important resource to the City's Mayor and Administration and will be widely relied upon for advice for tax appraisal, assessment, collection and enforcement. This position will champion the exemplary values of the City as established by the Mayor, and will lead by example, accountability and with a high degree of ethics.

**DUTIES & RESPONSIBILITIES:** The duties of the City Tax Assessor include, but are not limited to, the following:

- Assume responsibility for providing in a timely manner an accurate, equitable assessed valuation for the purposes of taxation upon all taxable real estate and taxable personal property, including motor vehicles.
- Calculate and apportion upon the assessed valuation of real estate and personal property the amount of tax to be levied.
- Administer exemptions for real estate and personal property.
- Prepare, certify and distribute an assessment roll and a tax roll in a timely manner as prescribed by state law.
- Establish and maintain a uniform and equitable system for assessing all of the property class types.

- Maintain property records, including land maps and building characteristics, ownership changes and property valuation adjustments.
- Perform and/or supervise the field inspection of new building permits or visible building activities that may impact the assessed value of properties.
- Upon taxpayer assessment appeal, examine all evidence and documentation that determined the assessed value and make a recommendation on the appeal that is based on fact and law.
- Assist the Board of Assessment Review in the formal appeal process.
- Keep current on real estate market trends including those involving sales, rentals and construction costs.
- Maintain and enhance automation of all tax assessment and property taxation procedures according to current industry best practices.
- Help select an independent, outside firm for required, periodic property revaluations and guide and monitor their work.
- Attend City Council and other meetings as requested.
- Prepare technical reports and analyses for the Mayor, Finance Director, City Solicitor and City Council.
- Effectively interact and communicate with taxpayers to explain their assessments and resolve their issues.
- Instruct and supervise a Tax Assessor Department staff to ensure that all of the duties of this position and department are fulfilled.
- Prepare the departmental Budget for the Tax Assessor Department and assist in the development of the annual City Budget.
- Perform other functions as requested.

**QUALIFICATIONS:** This is a technical, highly specialized position that requires a thorough knowledge of the principles of property valuation and assessment. At least five (5) years of experience as a Tax Assessor, Deputy, or Assistant Tax Assessor in a municipality or state agency preferably in Rhode Island, or equivalent experience for an appraisal company doing large-scale municipal appraisals, is required. Work experience in appraising and assessing both large and small residential and commercial property is preferred, as is prior experience in supervising a technical and clerical assessment staff. An Associate's Degree or Bachelor's Degree in real estate, finance, accounting, business administration, public administration or in related field is helpful, as is the completion of real estate courses pertaining to the appraisal of various types of property. The applicant should also have or be committed to obtain the Rhode Island Certified Assessor designation within four (4) years of appointment.

The City will consider candidates with varying degrees of experience and education provided that a successful track record of achievement in appraisal and assessment is demonstrated.

**KNOWLEDGE, SKILLS AND PERSONAL QUALITIES:** The position requires the following skills and abilities:

- Working knowledge of computerized billing, assessment, appraisal, accounting and GIS systems.
- Proven management and organizational skills and the ability to manage day-to-day Assessor Office operations.

- Attention to detail and the demonstrated ability to think “out-of-the-box” in developing unique solutions to assessment and appraisal challenges.
- Strong problem solving abilities and the capability to resolve taxpayer issues.
- Capability to thoroughly research an issue utilizing computerized and manual databases.
- Ability to deal effectively with City personnel, elected and appointed City officials, attorneys, real estate developers, construction personnel and members of the public.
- Willingness to assist other related City Departments as needed.
- Effective writing and verbal communications skills including proficiencies in using Microsoft Office products.
- Strong work ethic and the willingness to work extra hours to complete a project.

**PHYSICAL DEMANDS:** The physical demands described here 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. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.