

CHIEF ASSESSOR (FINANCE)

General Statement of Duties and Responsibilities:

Under executive direction and reporting to the First Deputy Commissioner and/or the Commissioner, with the widest latitude for the exercise of independent judgment and initiative, the Chief Assessor directs and coordinates all activities related to the assessment of the City's real property.

Examples of Typical Tasks

Manages and directs the assessment of the City's real property which serves as the basis for the real estate tax levy.

Participates in the development of the policies and procedures used in the assessment of the City's real property.

Directs and manages all borough assessment offices and the office that assesses properties owned by the local utility companies including gas and electric companies.

Directs management initiatives and assessment projects with the overall result of the accrual tax rolls being updated in accordance with the City's legal obligation and Department of Finance's mandate.

Represents the City and the Department of Finance at meetings with community organizations, government agencies, realtors, attorneys and other government officials.

Serves as the Department's expert on matters pertaining to real property assessments.

Interacts with other government officials, in particular, the Tax Commission, in matters pertaining to the equalization of property assessments.

Oversees the implementation of training initiatives for assessment personnel based on the needs of the local assessment offices.

Manages the processing of Tax Commission Remission Orders.

CHIEF ASSESSOR (FINANCE) (continued)

Qualification Requirements

A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time experience in real property assessment, real estate appraisal, real estate legislation, and real estate taxation or a related field, eighteen (18) months of which must have been in an executive, administrative, managerial, or supervisory capacity. Supervision must have included supervising staff performing work in areas described above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.