CITY OF CHARLEVOIX

Title: Assessor and GIS Coordinator FLSA: Exempt

STATUS: Full-Time, Non-Union

Appointed Position

Department: City Manager's Office

Reports To: City Manager

Date: July 16, 2018

Position Purpose

Performs city property assessment services in full compliance with Michigan law and helps build and maintain the City's GIS database.

Scope

In accordance with the City Charter, the incumbent is appointed by the City Council but reports organizationally to the City Manager. The Assessor appraises residential, commercial, industrial, and developmental properties to determine true cash value and property assessments. Performs field inspections, analyzes sales and financial data, applies quantitative methodologies and develops assessment finding and reports. Maintains assessing records and responds to property-related inquiries. As GIS Coordinator, incumbent will oversee data, data collection, and use for internal and external purposes.

Essential Job Functions (Assessor)

- Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal property.
- Perform on-site inspections in compliance with Michigan law and to properly account for changes in property characteristics and building permit activity.
- Prepare and maintain summer and winter assessment rolls, including ad valorem, specific tax rolls (IFTs, OPRAs, PILOTs, TIFs, DDA, etc.), and special assessments in order to ensure compliance with State law and the City Charter.
- In consultation with City staff, perform land division and combinations as necessary, complying with the State's Land Division Act and County/City procedures for land divisions.
- Analyze property sales of all property classes to determine property values and appropriate assessment adjustments, including vacant land values.
- Process all forms required including but not limited to: Principal Residence Exemptions (PREs) and rescissions; Property Transfer Affidavits; Poverty Exemptions; Veterans Exemptions; Personal Property Statements; and Transfer Deeds.
- File all necessary State and County reports pertaining to the Assessment and Tax Rolls annually.
- Complete Apex land and building footprint sketches for all real properties.
- Maintain accurate ownership and address information and process address change requests in a timely fashion.
- Act as the liaison in communicating with the public, media, and other governmental agencies on assessing issues.
- Provide assessment information to the public; send out printed assessment notices to all property owner in accordance with State laws.
- Represent the City and coordinate with the City Attorney in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
- Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal.
- Coordinate with Charlevoix County Equalization Department office to facilitate the digital and manual transfer of data and values.
- Communicate openly and in a timely fashion with City staff and the public in handling appeals to ensure
 the Board of Review has all available information to render their decisions. Update market values for
 land and buildings owned by the City.

- Perform all other duties incidental to the normal duties of an Assessor.
- Assist with the AMAR and advise the City Manager of standard and recommended actions to ensure the City remains in full compliance with the State Tax Commission.
- Conduct all actions in accordance with the Supervising Preparation of the Assessment Roll and any other guidance, statute, or best practice as now or in the future may be created.
- Keep the property record field cards up-to-date.
- Meet and respond promptly to inquiries from both City staff, residents, county equalization staff and other interested parties.

Essential Job Functions (GIS Coordinator)

- Digitize records, files, and other geographic information the City may now or in the future archive.
- Seek ways to promote public use of GIS data for tax, planning, and utility information.
- Work with staff to identify trends in data.
- Work with staff to update and maintain data in a variety of mapping applications.
- Lead efforts to let the public use place-based information to interact with City government.
- Maintain parcel and tax maps.
- Function as a resource for departments who implement data tracking procedures to improve quality control, public responsiveness, and other activities.
- Conduct field work and verifications as needed to update various data points.
- Lead IT and related projects and staff as directed.
- Ability to learn new and expanded functions.
- All other duties as assigned.

Qualifications

- Current certification to legally perform the duties of Assessor for the City of Charlevoix (including regulatory changes that may occur).
- Proficient in BS&A/Equalizer software.
- Proficient in ESRI applications and data collection protocols.
- Ability to transit walk on terrain that is uneven, slippery, or otherwise hazardous to conduct inspections or gather data.
- Strong written and oral communication skills, including interpersonal/public relations, presentation, facilitation, collaboration, and negotiation skills. Must be able to work effectively within the community and City management.
- Present a positive professional image in both dress and conduct while interfacing with City staff and the public.
- Computer proficiency including MS Office (Word, Excel, PowerPoint, and Outlook).
- Strong statistical and analytical skills required by detailed nature of work.
- Customer service/ citizen satisfaction orientation.
- Ability to multi-task and to meet important deadlines.
- High level of honesty and integrity required by position of trust.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval: July 16, 2018