

Charter Township of Ironwood is seeking bids for at minimum:

Level II Michigan Advanced Assessing Officer, as outlined by the Michigan Department of Treasury and State Tax Commission

Bids including references and credentials can be submitted by parcel price(2900 plus parcels) or by yearly salary. Monthly written reports to the board required, attend meetings quarterly. Bids will be accepted until April 30, 2019. Full Position responsibilities can be located on our website listed below:

Mail to:
Assessor-BID
Ironwood Township
N10892 Lake Rd
Ironwood, MI 49938
Ph 906-932-5800
Fax 906-932-5089
www.ironwoodtownship.com

POSITION RESPONSIBILITIES: (By illustration and not limitation)

- Evaluates the structure and processes of the department to assure continuous improvement in the efficiency and effectiveness of the group; provides team members with the supervision, leadership, training, tools, and opportunities necessary to ensure personal and professional growth; and uses appropriate and effective remedial action as necessary.
- Performs commercial and industrial property field work; appraises real and personal property; and assists with residential property field work as needed.
- Prepares annual Industrial Facilities Tax (IFT) rolls; assessing and tax roll warrants and certifications; State Tax Commission and/or County Equalization reports and forms; annual land value and economic condition factor studies; annual Payment "Service Fee" in Lieu of Taxes (PILOT) report; and related reports and studies.
- Maintains various assessment maps and records, splits property descriptions and reallocates assessments, serves on the Land Division Board, represents the Township in small claims tribunal appeals, coordinates representation for Township with attorney for full appeals, serves on the Board of Review, studies new appraisal methods, and makes recommendations for improving Township assessment practices.
- Communicates with citizens regarding assessing regulations, procedures, policies, and related issues.

- Maintains professional growth and up-to-date knowledge in areas of responsibility through extensive research, continuing education, training, and involvement in professional associations.
- Performs related duties as requested.

MINIMUM REQUIREMENTS:

- Must possess the Michigan Advanced Assessing Officer (MAAO) Level II Certificate or Higher, as outlined by the Michigan Department of Treasury and State Tax Commission.
- Demonstrated knowledge of current assessing regulations, principles, practices, and procedures related to municipal operations.
- Skilled in widely accepted assessing, office, and business software applications.
- Proven ability to effectively communicate, orally and in writing, with team members, colleagues and the public regarding any aspect within the scope of responsibility; and to establish and maintain positive working relationships with the public and other employees. Uses proven problem solving techniques to resolve issues and conflict.
- Must possess a high level of professional and personal integrity and be committed to the concept of organizational excellence through the motivation, training, and development.
- Must have personal vehicle available for on-the-job use, a valid Michigan Operator's license, and a safe driving record.

PHYSICAL/MENTAL DEMANDS AND WORK ENVIRONMENT:

The physical and mental 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 regularly required to talk and hear. The employee is frequently exposed to outside weather conditions and is frequently required to sit, stand, walk, kneel, crouch, and use hands to manipulate, handle, or feel. The employee is occasionally required to navigate stairs and negotiate rough terrain. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must possess the physical and mental abilities to transport self to meetings, conferences, etc., analyze complex calculations, reason, supervise, comprehend, evaluate, organize, and handle the stress associated with administrative and supervisory responsibilities.