



Principal Assessor

Northborough, MA (14,500 pop.), is a suburban community which offers classic New England charm along with a variety of housing options, a mix of retail establishments and restaurants, and access to educational opportunities. Its many attributes make Northborough an attractive community in which to live, shop, and work. It is centrally located in Worcester County, approximately 37 miles west of Boston. The Town has an Aa1 rating, strong finances, and healthy reserves. Northborough is led by a five-member Board of Selectmen, has an open town meeting form of government, and a total FY21 budget of approximately \$71.79 million.

To serve as Principal Assessor, Northborough is seeking a skilled and experienced professional with effective customer service and communication skills. Candidates must have a bachelor's degree in business administration and at least five to seven years of business experience, or any equivalent combination of education and experience. The Principal Assessor is responsible for managing the administration of the Town's property appraisal systems. Responsibilities include such activities as overseeing the appraisal of taxable property, managing the division's information systems and databases, and working with Town and State officials and the Board of Assessors to determine the Town's tax rate.

Annual Salary: \$78,971 - \$102,633, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Northborough is an Equal Opportunity/Affirmative Action Employer.

Important Links:

- [Town of Northborough](#)
- [Assessors Department](#)
- [Northborough Annual Budgets](#)
- [Annual Town Reports](#)
- [Northborough Town Code](#)
- [Northborough Charter](#)
- [Mass. DOR At A Glance Report](#)
- [Financial Trend Monitoring Report](#)
- [Northborough Annual Town Meeting](#)



Position Details

Responsibilities

The Principal Assessor has myriad responsibilities, including supervising staff and operations of the Assessor's Office; develop, manage, and monitor the division's annual operating budget and capital improvement plan; oversee the fair appraisal of taxable property; conduct appraisals; oversee the revaluation of property; manage the department's data processing system; oversee the maintenance of property records; analyze real estate market conditions and events to determine trends and changes; investigate requests for abatements and exemptions of property tax; make determinations regarding abatement and exemption applications with Board of Assessors; participate as a member of the Town's financial team to develop, modify, and/or review financial policies and procedures; prepare comparative cost and sales studies; and set up municipal data management system for the new fiscal year. The Principal Assessor is also responsible for various supervisory responsibilities including performance management, hiring, employee orientation, assigning/reviewing work, and providing training and development.

Staffing

Northborough currently has the equivalent of 119 full-time employees in Town government and another 269.5 FTE employees in Northborough's K-8 school department. The Assessing Division has 3.5 FTE employees, including the full-time Principal Assessor, two part-time assessors, and two full-time assessor assistants.

Finances

Northborough's annual operating budget for FY21 is approximately \$71.79 million. Northborough's total assessed valuation in FY20 was \$3.07 billion, with the values being split across approximately 75% residential and 25% commercial, industrial, and personal property accounts.

The Ideal Candidate

- Bachelor's degree in business administration required and 5-7 years of business experience, or any equivalent combination of education and training.
- Requires supplementary training in real estate appraisal.
- Certification as an Appraiser preferred.
- Requires completion of DOR course of training and the passing of a written examination prepared by the State Revenue Commissioner within two years of hiring.
- Thorough knowledge of Mass. laws relating to municipal finance and property assessment for tax purposes.
- Knowledge of municipal finances in order to prepare and manage budgets.
- Ability to build a positive team environment.
- Effective customer service and communication (oral and writing) skills.

How To Apply

Send cover letter and résumé via email, in a single PDF, to:

Apply@communityparadigm.com

**Subject: Northborough
Principal Assessor**

The position is Open Until Filled with a first review of applicants on August 6, 2020.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Northborough, Mass., is an EOE/AA employer.