PERSONNEL COMMITTEE

11-0266R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE APPOINTED CLASSIFICATION OF ASSESSOR AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the appointed classification of assessor, are approved; the said position shall remain subject to the city's collective bargaining agreement with its supervisory unit employees, that the pay range will remain Pay Range 1135. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved for presentation to council:

Chief Administrative Officer/
Department Director

Approved as to form:

Attorney

Approved:

AD Hasenwick, CFO
Auditor

HR TS:ao 5/13/2011

STATEMENT OF PURPOSE: The assessor classification was created to provide leadership to the assessor's office by directing administrative and technical work in the valuation and assessment of real estate and qualified personal property within the city, and for the administration and maintenance of all records necessary to the assessment program for property tax purposes. The assessor specifications have been created based on changes to the City Charter, Section 21: Department Heads, which states that the council by resolution shall establish appropriate job specifications for department heads, the deputy fire chief, the deputy chief of police, the equal opportunity representative and all officers appointed by the mayor. The pay range negotiated for this position is Range 1135, $6,155 to $7,506 per month.

ASSESSOR

PURPOSE: To provide leadership to the Assessor's Office by directing administrative and technical work in the valuation and assessment of real estate and qualified personal property within the City, and for the administration and maintenance of all records necessary to the assessment program for property tax purposes.

The Assessor reports to the Director of Finance and exercises technical and administrative supervision over property tax assessment functions as prescribed by law, and ensure that these functions are done in a consistent, predictable, and equitable manner.

FUNCTIONAL AREAS:

1. Direct, coordinate and monitor appraisal activities within the Assessor's office in accordance with Minnesota Statutes and City policy.

   * A. Plan and administer the assessment/appraisal of residential, commercial, industrial, and personal property for the City, and the administration and maintenance of all records necessary to the assessment program.
   * B. Establish policies and procedures to determine proper valuations of land, buildings, improvements, and all tangible personal property located within the corporate limits of the City; including inspection and evaluation quotas.
   * C. Provide leadership and strategic direction for determining priorities, goals and objectives of the City's real estate assessment activities to include budget research, development, preparation and budget monitoring to ensure cost effectiveness.
   D. Direct the implementation of modified and new procedures as established by State statutes and departmental policy; enforce statutory provisions of assessment laws of the State.
   * E. Maintain awareness of legislative changes related to Assessor Office records and implement and process changes required by statute.
   * F. Administer Certificate of Real Estate Value (CRV) batch reports and respond to Department of Revenue's (DOR) audit of the median assessment to sales price ratios in the various property class study groups.
   * G. Conduct DOR sales ratio emulations, and administer global percentage changes to meet DOR ratio standards.
   H. Administer printing and mailing of annual Notice of Valuation and Classification.
   * I. Administer tax court petition tracking, prepare narrative appraisal and exhibits for presentation, testify regarding opinion of property value, and negotiate out of court tax settlements with either the property owner or his/her representative.
   * J. Attend meetings and/or present in public on behalf of the City and Department; and serve on committees as assigned.
   * K. Assist in preparing departmental budget making recommendations on assessor division needs.
   L. Perform other related duties as required.

2. Coordinate assessment record-keeping with St. Louis County for purposes of sharing information and improving efficiency and effectiveness.

   ✱ A. Correspond with County Recorders, Auditors, and Attorneys Offices to resolve questions and problems to ensure proper processing of assessment records.

   ✱ B. Coordinate staff efforts to share mutual tasks and materials with St. Louis County.

   ✱ C. Coordinate the maintenance of Computer Assisted Mass Appraisal (CAMA) tables on St. Louis County's AS400 mainframe.

   ✱ D. Ensure rates are updated in St. Louis County's AS400 CAMA tables annually.

   ✱ E. Compose SQL orders to St. Louis County MIS staff for inserting, deleting, or changing codes in Duluth's records within the MCIS tax files stored on St. Louis County's mainframe.

   F. Query and provide data from St. Louis County tax files on a periodic basis for analysis purposes.

   G. Assist County Assessor and other County departments on shared tax system files, programs and hardware.

3. Supervise department staff.

   ✱ A. Prioritize, assign and direct work and projects.

   ✱ B. Effectively recommend the hire, transfer, assignment, promotion, reward, discipline, suspension, or discharge of assigned personnel.

   ✱ C. Establish work policies and standards, provide coaching and feedback, and conduct employee performance evaluations in order to provide for staff competencies and development.

   ✱ D. Provide for ongoing training or continuing education of employees in emerging methods, trends, and technologies.

   ✱ E. Monitor work sites to ensure compliance with established methods, guidelines, standards and procedures.

   ✱ F. Effectively recommend adjustments or other actions in employee grievances.

   ✱ G. Delegate authority and responsibilities to others as needed.

   ✱ H. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS

Education & Experience Requirements

◆ A. Bachelor's degree; or certification as a Senior Accredited Minnesota Assessor (SAMA) or equivalent; and

◆ B. Five (5) years of demonstrated real estate appraisal experience.

C. Tax court petition experience preferred.

Certification/License Requirements

- A. Income Certified by the Minnesota Board of Assessor or equivalent by other state board; and
- B. Must achieve the Senior Accredited Minnesota Assessor (SAMA) designation within 1 year of employment.

Knowledge Requirements

- A. Substantial knowledge and understanding of local government functions and ordinances as well as state statutes and Minnesota Department of Revenue guidelines related to the valuation and classification of all property that is subject to property tax.
- B. Knowledge of appraisal terminology and practices.
- C. Knowledge of real estate property values and economics, and procedures used in property appraisal, classification and property value determinations.
- D. Knowledge of computer assisted mass appraisal (CAMA) software types and software tax billing systems related to assessment record-keeping.
- E. Knowledge of laws, rules and regulations governing the preparation and maintenance of assessment records.
- F. Knowledge of effective management and supervisory practices. Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- G. Knowledge of current trends and practices related to the use of technology in real estate assessment activities.
- H. Knowledge of the principles and practices of personnel administration.

Skill Requirements

- A. Skill in communicating logically, persuasively, tactfully, and accurately, both orally and in writing
- B. Skill in planning and organizing the maintenance of property records to facilitate the preparation of varied assessment rolls and reports.
- C. Excellent negotiation skills and the skill to handle arguments, rebuttals and compromise as needed.
- D. Skill in researching and analyzing complex issues, developing recommended actions, preparing reports, and maintaining records.
- E. Skill in planning, directing and administering assessment programs.
- F. Skill in effective leadership.

Ability Requirements

- A. Ability to communicate effectively, and establish and maintain effective working relationships with other City employees, supervisory personnel, appraisers, lawyers and the property owners.
- B. Ability to explain and interpret property assessing laws and procedures to the public in a

concise and tactful manner.

- ◆ C. Ability to gather, analyze, and interpret information, statistics and reports and other documents.
- ◆ D. Ability to query databases, build spreadsheets, and perform statistical tests in auditing for regulatory compliance.
- ◆ E. Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on assessment procedures;
- ◆ F. Ability to analyze and evaluate complex financial data, internal controls and operational systems and procedures.
- ◆ G. Ability to coordinate work with related departments for record accuracy and tax billings.
- ◆ H. Ability to utilize the computer systems and related software packages.
- ◆ I. Ability to work independently, exercise good judgment and accept personal responsibility for outcomes.
- ◆ J. Ability to manage, coordinate and evaluate the work of others.

Physical Requirements

- ◆ A. Ability to transport oneself to and from meetings and various City locations.
- ◆ B. Ability to sit for extended periods.
- ◆ C. Ability to speak and hear sufficiently to communicate effectively.
- ◆ D. Ability to transport (usually by lifting and carrying) materials and equipment weighting up to 10 pounds per load for presentation at public meetings.
- ◆ E. Manual dexterity to operate computer and other office equipment.
- ◆ F. Ability to attend work on a regular basis.

✱ Essential functions of the position
◆ Job requirements necessary the first day of employment

Anlst: TS	Class:	Union: Supervisory	Pay: 1135	CSB: n/a
CC:	Res:	EEOC:	EEOF:	WC: