

TOWN OF NORWELL POSITION DESCRIPTION

Title:	Principal Assessor	Department:	Assessor/Appraiser
Reports To:	Board of Assessors, Town Administrator, Finance Director/Town Accountant		
Affiliation:	Personal Contract	FLSA Status:	Exempt
Work Week:	37.5 hours*	Date:	02-10-2020

*Additional hours may be required to attend Department meetings, other Town Boards/Committees, Board of Selectmen, and Town meetings.

The Town of Norwell is an equal opportunity, M/F/D/V employer and prohibits discrimination in employment on the basis of: age (40 and above), criminal record (inquiries only), disability, gender, gender identify, genetics, military status, national origin, ancestry, race, color, religion, sexual orientation or participation in discrimination complaint-related activities (retaliation) or any other legally protected status. Employees of the Town of Norwell are customer focused and dedicated to the principles of professionalism, honesty, trustworthiness, a sound work ethic, and maintain strict confidentiality in the performance of their job duties.

GENERAL SUMMARY

This position provides administrative supervisory and technical work of a highly responsible, complex and demanding nature. The Principal Assessor performs administrative, supervisory and professional technical work to ensure that the requirements of the Department of Revenue for assessing real and personal property are met and property values are fair and equitable in accordance with the Assessing policy direction of the Board of Assessors (BOA). Supervises all functions of the Assessing Department, including but not limited to, administering motor vehicle excise tax commitments, abatements, and exemptions. Maintains a continual program of public information using all forms of media available. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgement and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

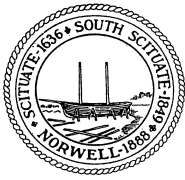
SUPERVISION RECEIVED/GIVEN

This position reports to the Board of Assessors for all policy and procedure matters; reports to the Town Administrator for all personnel and administrative matters; and is under the direction of the Finance Director for all state statutory financial reporting responsibilities. The Principal Assessor works in accordance with state, federal, municipal policies and objectives. Incumbent supervises the activities and work performance, along with the functional oversight, of all Assessing staff.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Performs/Oversees annual valuation and assessment of all categories of property; supervises and/or conducts inspections of all properties at least every ten (10) years, sales, new construction/building permits, and all abatement and occupancy permit applications; establishes values for new construction, renovations, property boundary changes and subdivisions. Calculates and tracks New Growth for the

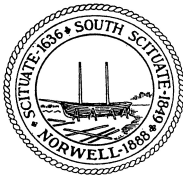


TOWN OF NORWELL POSITION DESCRIPTION

ESSENTIAL FUNCTIONS (continued)

Massachusetts Department of Revenue (DOR) approval. Responsible for setting the annual tax rate through the DOR Gateway application/process. Contracts for and oversees the Recertification of Values required by the DOR every five (5) years. Develops strategies and programs to attain the goals of providing responsive and effective service to the community and to individual taxpayers.

- Supervises the daily operation of the Assessor's office; directs, trains and schedules workloads for clerical staff; oversees staff members carrying out assessing and motor vehicle excise tax administration, abutters' lists, lien certificates and any other forms and information required of the Department.
- Responsible for ensuring the accuracy and integrity of all assessment information for all Town parcels. Maintains and continually updates the computer system of property record cards using extensive knowledge of the real estate market, current building practices, and topographical effects on value. Trains and oversees staff in the utilization of CAMA, GIS and office software applications. Identifies new technology opportunities to improve the efficiency and accuracy of departmental data.
- Directs the staff of outside vendors in completing the tasks required to inventory and accurately value all the property in Town. Maintains the GIS mapping system of property boundary changes and new subdivisions; submits information annually to the mapping contractor. Reviews work of outside vendor on an ongoing basis to ensure continuity and accuracy. Defines specifications and administers bidding for contractor services; provides recommendations to BOA.
- Prepares and manages the Town adopted departmental budget each fiscal year; including the management of payroll, vendor, required purchases and other expenses. Reviews the property tax limitation, with respect to Proposition 2½ with the Town Administrator and the Finance Director/Town Accountant annually. Prepares and presents data to BOA to estimate and determine the amount to be declared Overlay Surplus. Recommends to BOA Overlay to be set aside each fiscal year and the amount for the Town's Senior Tax Work-Off program.
- Prepares and presents in a timely manner all statistical analysis, reports and forms required to carry out the duties of the Assessing department, including the preparation of reports and forms associated with setting the annual tax rate. Prepares and delivers all forms and reports on a timely basis as required by the Department of Revenue.
- Coordinates the Recap sheet requirements with the Treasurer/Collector and Finance Director/Town Accountant. Prepares and presents all data for the Board of Selectmen's annual Tax Classification hearing.
- Submits annual approved property values and tax rate to the Treasurer/Collector for the timely mailing of tax bills.
- Coordinates all activities of the BOA; attends meetings; provides necessary follow-up to all decisions of the Board; provides technical and professional assistance to the Board in the decision-making process. Provides the Board with information about changes in relevant State law, market trends and conditions; develops and maintains knowledge of all properties and market characteristics in Town.



TOWN OF NORWELL POSITION DESCRIPTION

ESSENTIAL FUNCTIONS (continued)

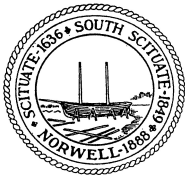
- Evaluates, calculates and presents all applications for exemptions and land classification to the BOA. Files all liens with Plymouth County Registry of Deeds. Evaluates and submits all abatement applications to the BOA. Negotiates abatements with taxpayers or their counsel within the limits set by the BOA.
- Coordinates all activities of the BOA; attends meetings; provides necessary follow-up to all decisions of the Board; provides technical and professional assistance to the Board in the decision-making process.
- Provides the Board with information about changes in relevant State law, market trends and conditions; develops and maintains knowledge of all properties and market characteristics in Town.
- Evaluates, calculates and presents all applications for exemptions and land classification to the BOA. Files all liens with Plymouth County registry of Deeds. Evaluates and submits all abatement applications to the Board of Assessors. Negotiates abatements with taxpayers or their counsel within the limits set by the BOA.
- Responds to citizen broker, builder, attorney, and media inquiries on a priority basis. Works collaboratively with the employees of other Town departments; collects data affecting property values from Building, Planning, Board of Health, and Conservation departments and any other sources.
- Prepares documentation for and manages appeals to the Appellate Tax Board; represents the Town in negotiations with property owners before the Appellate Tax Board. Prepares evidentiary documents in defense of property values, consulting with Town Counsel, BOA members, and appraisers. Appears as Town's advocate and defender for informal sessions.
- Performs other related duties and special projects, as required.

EDUCATION, LICENSES, AND EXPERIENCE

- Bachelor's degree in a related field with seven (7) or more years of increasingly responsible, related and supervisory experience. Any equivalent combination of education and experience may be considered.
- Required to be certified as a Massachusetts Accredited Assessor (MAA).
- Possess MA Driver's License with good driving history as a condition of current and continued employment.
- Experience appearing before the MA Appellate Tax Board as an expert witness desired.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Working and comprehensive knowledge of the principles, practices and applicable laws and regulations regarding mass appraisal as applied to the determination of real and personal property values for purposes of taxation. Considerable knowledge of building, zoning and construction codes. Working knowledge of accounting and auditing practices relative to property appraisals. Familiarity with all methodologies and formulas used to determine the



TOWN OF NORWELL POSITION DESCRIPTION

KNOWLEDGE, SKILLS, AND ABILITIES (continued)

assessment of value of the various classes of property. Working knowledge of the computer assisted Mass Appraisal Systems is required.

Skills: Proven planning and organizational skills; skilled at prioritizing and handling multiple tasks. Excellent written and verbal skills. Demonstrated analytical and mathematical skills. Strong interpersonal and negotiation skills. Strong computer skills desired, including demonstrated experience with CAMA and GIS systems, MS Office, Town website, or any other Town application(s). Working knowledge of Vision desirable.

Abilities: Ability to maintain overview of detailed and accurate records using data processing and computer programs. The ability to perform complex mathematical equations, ratio studies, regression analysis, and modeling of assessments. Ability to communicate complex financial issues with extreme tact and in a courteous manner to both individual and groups in a public and/or residential setting, and through publications. Ability to establish and maintain good working relationships with co-workers, department heads, subordinates, board members and citizens. Ability to work collaboratively and strategically with the Town Administrator, Finance Director/Town Accountant, Treasurer/Collector, Board of Selectmen and other officials in order to ensure all assessing related tasks and projects are handled efficiently and on time.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is conducted in both an office and a field environment. Standard office conditions; majority of work is performed in a moderately noisy work environment. Frequent interruptions to assist customers in person or on the telephone; intermittent standing to assist customers in the office. May spend extended periods at a computer station, on telephone, or operating other office machines, a camera, or measuring devices, requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required. Regular lifting and carrying of files, documents, records, etc. standardly not to exceed thirty (30) pounds.

Work performed in the field has intermittent exposure to adverse weather. On-site inspections and data gathering may occasionally be hazardous as it can take place in all weather conditions.

This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act., must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.