

Full time position for
ALPENA COUNTY
EQUALIZATION DIRECTOR.

Applicants are required to have a Level III (MAAO) certification from the State

Assessors Board and requirements as listed.

Salary range is negotiable.

The deadline to apply at the
County Commissioners'
Office is November 30, 2016
at 4:00 p.m.

ALPENA COUNTY

EQUALIZATION DIRECTOR

Status: Exempt, Salary position

This position is considered to be exempt and is paid on a salaried basis. This salary reflects the reasonable expectations of the hours normally required to perform this position. (40 hours per week)

General Summary

Under the direction of the County Executive Manager directs surveys of assessments and provides the Board of Commissioners with the information necessary to adopt the annual county equalization in accordance with applicable Michigan general property tax law. Communicates these findings to the various taxing jurisdictions as it affects assessed and taxable values and millage rates. Conducts studies and related analysis of all classes of property to assure proper equalization of property value throughout the county.

Essential Functions:

1. As a supervisor, is responsible for hiring through the County Board of Commissioners, training, assigning work, reviewing and evaluating performance, and dealing with employee relations issues. Assists and directs staff in the process of equalization through state-mandated appraisal studies and reports.
2. Plans, directs, checks, and reviews the work of staff members engaged in the collection, analysis, recording, and evaluation of data relative to property valuation and assessment. Develops and implements procedures to ensure the equitable survey of assessments to determine cash or market value of real and personal property.
3. Monitors the progress of staff in attaining goals and deadlines for the annual preparation of the equalization report, assessment rolls, apportionment report, tax bills, tax rates, valuation change notices, and County warrant.
4. Develops and presents a proposed budget to the County Board and works with the County Board to monitor expenditures and capital needs. Oversees the preparation and submission of vouchers for payment of bills on a monthly basis.
5. Develops and directs the sale of ratio study and develops an economic condition factor (E.C.F.) for each class of real property in the county. Uses sales of vacant land to develop current land values used in other studies.
6. Oversees the annual equalization study of the assessed value and true cash value

of all classes of property. Determines the total value of the County and each assessing unit for County and state equalization using only those methods prescribed by the State Tax Commission. Recommends to the County board of Commissioners the equalization factors for those units not meeting their 50% assessment requirement.

7. Audits the tax limitation calculations for each of the taxing authorities within the county including the Headlee Amendment, Truth in Taxation, and Truth in Assessing. Provides a report with the information on each taxing authority in the county and the State Tax Commission.
8. Compiles data from local units and prepares the Apportionment Report and Warrants showing the tax spread to all local units of government. Compiles year end equalization studies for summation to the County board of Commissioners in the annual Equalization Report.
9. Supervises the processing and printing of various reports, forms, and notices needed by the local assessors.
10. Maintains and balances the records needed to print the tax rolls and supervises the printing, folding and mailing of the tax bills.
11. Reviews, interprets, and implements tax legislation, State Tax Commission (STC) bulletins, and administrative directives as they pertain to assessment, equalization, tax billing, and other departmental functions.
12. Works with the Treasurer and Register of Deeds regarding property descriptions and tax certifications.
13. Meets with groups and individuals to explain the various facets of the tax structure and workings of the department.
14. Provides training in property valuation techniques to local assessors, assists local officials with difficult property valuations when possible or directs them to an appropriate expert from a list of resources maintained by the Equalization Department.
15. Serves as equalization and taxation advisor to the County Board of Commissioners, forecasting anticipated property tax revenues, ensuring the county complies with the laws relating to property taxation and preparing and explaining the Apportionment Report to the County Board of Commissioners.
16. Serves on the Alpena County Airport Board of Appeals.
17. Acts as Damage Assessment Estimator in the Emergency Operations Center with the Damage Assessment Coordinator compiling the property damage estimates

from the staff and submitting them to the Federal Government.

18. Represents the County Equalization Department at departmental, STC, State Assessors Board (SAB), and other professional organization meetings. Meets with various groups in the community to explain the assessing and equalization process.
19. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, economic conditions, and tax commission rules and bulletins. Attends meetings of professional organization to become informed and educated in regard to assessment and equalization administration practices.

Other Functions:

1. None listed

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: The equivalent of two years of college, coursework in property appraisal, assessment, administration and management. Bachelor's degree preferred.

Experience: Five years of progressively more responsible experience in appraising all types of property with some supervisory/administrative experience.

Other Requirements: Level III (MAAO) certification from the State Assessors Board. Possession of a Personal Property Examiner Certificate. Possession of a valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more these requirements]:

Walking over uneven terrain to conduct appraisals of property and structures
Climbing stairs in order to conduct appraisals of structures
Bending, stooping and kneeling to make measurements and appraisals
Ability to enter and access information from a computer terminal
Ability to travel throughout the county
Ability to lift and carry tax rolls, maps and other items weighing up to 50 lbs.

Ability to file and retrieve documents from departmental files

Working Conditions:

Travels to various sites throughout the county to make appraisals and examinations

Works outside in varying weather conditions

Exposure to animals on properties being studied

Exposure to noise, fumes, and heat of factories and other properties being studied

I understand that the Alpena County Personnel Policy Handbook is available at <http://alpenacountyintranet/>. It is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____

Date _____