

# Town of Sherborn Job Description

*Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06*

<b>JOB TITLE:</b> Director of Assessing	
<b>DEPARTMENT NAME:</b> Assessors	
<b>FLSA STATUS:</b> Exempt: <input checked="" type="checkbox"/> X Non-Exempt: _____ Hours worked per week <u>35</u>	<b>EMPLOYEE TYPE:</b> <i>(see General By-Laws Personnel Administration Plan for definitions)</i> Salaried <input checked="" type="checkbox"/> X      Regular Part-Time <input checked="" type="checkbox"/> X      Casual Part-Time _____ Regular Full-Time _____      Supplemental Part-Time _____      Temporary _____
<b>REPORTS DIRECTLY TO (INDICATE JOB TITLE):</b> <div style="text-align: center;">Board of Assessors Town Administrator for day-to-day operations</div>	
<b>I. JOB SUMMARY - Briefly describe the primary function of this job.</b> <p>The primary responsibility of this position is to value all types and classes of real property on an equalized basis at or near 100% of the fair market value, and taxable personal property according to the Commonwealth of MA Department of Revenue's rules, regulations and standards. The Director is required to exercise considerable independent judgment in administering and conducting the assessment process under the state law. The Director maintains and improves upon the efficiency and effectiveness of all areas under the Director's direction and control. Errors in judgment or inaccuracies in work could result in loss of tax information and income to the municipality as well as legal recourse. The Board of Assessors sign excise and real estate commitments and oversees the timely valuation, certification and tax rate setting process. The Director of Assessing advises, supports, and responds to the votes and direction of, the Board of Assessors. The Director of Assessing has full administrative control of the Sherborn Assessors' Office and manages the day-to-day clerical operations of the office, trains and supervises staff and ensures good public relations. Works independently and is required to perform with a high level of initiative and accuracy. The Director is responsible for field work. Field Inspections are conducted throughout the year on an irregular schedule.</p>	
<b>II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.</b>	
<ol style="list-style-type: none"> <li>1. Manages the Assessors' office, including staff records and systems. Assumes responsibility for the efficient and effective operation of the Assessors' office by: Reviewing and recommending improved operating policies and procedures, insuring the proper implementation and maintenance of approved changes; making recommendations for personnel regarding employments, performance ratings, salary changes, promotions, transfers and terminations; guiding, training and advising subordinates in the all phases of their job duties; preparing an annual budget and insuring that the department operates within its limits. Works cooperatively with department heads, Town Boards while affirming the necessity to serve the general public.</li>   <li>2. Manages the complex tax rate setting process and the completion of the Tax Recap Sheets annually. All documents and coordination with other departments are the ultimate responsibility of the Director. Many complex legal steps are involved in setting the tax rate, all of which must be adhered to in order to set the tax rate timely and accurately. The Town's financial base (values) is created in the Assessors' office, and prepared for billing. The Director is responsible for administrative and supervisory work related to the valuation and re-valuation of all residential, personal, industrial, commercial and exempt property within the Town, in accordance with the Department of Revenue regulations. The Director is required to maintain property record cards with a complete description of all properties. The Assessors' Office is responsible for appraising property at full and fair cash value computed by using all available facts and information, including construction costs, sales data, market trends, financing and capitalization of income. Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Planning Board, Board of Health, Conservation Commission and Building Inspector whose actions may reflect changes in value.</li>   <li>3. Provides related financial information, analysis and consultation to the Select Board, Town Accountant, Treasurer and Tax Collector. Prepares all reports required by the Department of Revenue. Examples: tax rate documentation and tax recap sheets, commitments, warrants, abatements, exemptions and all other correspondence as necessary. Gives annual presentations to the Select Board (classification hearing) and the Advisory Committee (budget and warrant articles).</li>   <li>4. Responsible for the review and proper disposition of all applications of abatement. Meets, speaks with or corresponds with property owners to discuss valuation concerns or issues. Conducts research and represents the Town in Appellate Tax Board Court Cases, 100 Cambridge Street, Boston. Responsible for handling communications with Legal Counsel.</li> </ol>	

5. The Director of Assessing is the technical specialist to the Board of Assessors. Keeps current on and advises the Board of Assessors of all changes in state and local laws and regulations concerning assessment procedures. Keeps abreast of all actions of local boards and officers that have an effect on assessing. Is a member of the Town's financial team which meets monthly. Maintains memberships in various county, state and international appraisal associations and attends training programs, meetings and classes to update and improve skills in order to stay abreast of changes or trends in the field. Obtains the highest level of certification as soon as possible and keeps current in all certification requirements. The MAA and RMA designations require a recertification of 45 hours every three years.

6. Maintains and updates the GIS – mapping system and Town maps. This includes the creation of subdivisions, split parcels, combined parcels, easements, streets and combining the data of the Patriot Valuation System with the Smart City Mapping system to create a current and accurate layer of information. Maintains and updates the assessors' website <http://sherborma.org>. Writes and updates all staff manuals in the office – (Data Collector's manual, policies manual and office procedures manual).

7. Responsible for the filing and releasing of liens for tax deferral and Classified Land properties. Calculates taxes and interest due when properties are sold, or as requested by the property owner. Responsible for the review of all personal exemptions, tax deferrals, 3ABC Charity and Classified Land (61,61A,61B) filings. Assists as requested with the Tax Aide Committee applications and applicants. Runs monthly Board meeting. Along with the Chair, establishes the agenda, the Director provides regulations pertinent information and prepares documentation for the Board's signature and approval.

8. The Director determines the field inspection assignments for each qualified employee. Field inspections are executed on those properties deemed necessary for sales, building permits, cyclical or abatements for the purpose of data collection prior to listing the property in the Patriot CAMA system, these are paid per inspection as noted above.

9. Produces a signed commitment in a timely manner giving the collector authority to collect real estate, personal property and excise tax bills to provide cash flow for the Town of Sherborn.

### III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Bachelor's degree in business administration, accounting, finance, economics, political science or related field. Extensive appraisal education, including the use of a computer assisted mass appraisal (Patriot CAMA) system. At least five years of supervisory experience required; or any equivalent combination of education and experience. Massachusetts Accredited Assessor (MAA) professional designation. Comprehensive knowledge of modern property appraisal principles and practices is required. Must possess or obtain extensive knowledge of Massachusetts General laws; Chapters 5, 53, 58, 59, 61, 61A, 61B. Must possess the following:

Familiarity with real estate styles, materials, and methods of construction. Working knowledge of computerized mass appraisal systems. Knowledge of mapping procedures (GIS and MapInfo). Ability to maintain an overview of detailed and accurate records using data processing. Ability to compute sales analysis and land residuals using various statistical methods. Extensive computer knowledge Microsoft Office Excel, Word, Access, Outlook, Patriot Properties Assessor and the Internet. Ability to establish and maintain effective working relationships with municipal officials, the Department of Revenue and other Assessors. Ability to accurately appraise real and personal property and apply different appraisal techniques (market, cost, income, mass appraisal). Ability to manage the office and to maintain a professional relationship with the general public. Ability to speak effectively at the Appellate Tax Board/ Court and at public meetings. Ability to read and understand legal descriptions and appraisal manuals. Must have the ability to remain calm and patient under extenuating circumstances.

Must possess a valid Massachusetts Driver's License and a personal vehicle is required.

### IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Town Administrator	Provides Information on an as needed basis	As Needed
Board of Assessors	Provides Information, Policy Guidance	Daily
General Public	Provide Assistance, Information Records/documentation	Daily
Attorneys	See above	Daily/Weekly
Real Estate Agents or Appraisers	See above	Daily/Weekly
Surveyors	See above	Weekly/Monthly
DOR/State Representatives	See Above	As needed
Other Assessing Offices	Provide information/Policy discussions	Daily
All Town Depts.	Provide information, documentation and or explanations	As needed



Tax Collector

Provide documentation and or explanations, discussions

Daily

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

The Director serves as the full time Director of the Assessing Department, Department Head and as the technical specialist to the Board of Assessors. Responsible for the daily operations and supervision and training of the professional office staff (AAI) that serves the general public. Provides administrative and professional guidance and direction to the members of the Board who are not a part of the day-to-day operation of the department. Responsible for supervising consultants during revaluation years. Manages the tax rate setting process which is key to the financial stability and functioning of the Town.

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work is performed under typical office conditions with frequent interruptions; required to attend Board of Assessors Meetings, shall attend Select Board Meetings as required by the Select Board, Advisory Meetings and Capital Budget Meetings as needed. Work load is subject to monthly quarterly and annual fluctuations. The Director may also be available to meet at taxpayers' homes to discuss tax issues or assist in filing documents. May attend mandatory classes that can be held anywhere within the Commonwealth Of MA. Inspections are conducted in homes and at times outdoors (including in inclement weather. Equipment usage includes: digital camera, property measuring tools, computer, scanner, copier, laser and HP printers, fax and telephone.

**VII. REPORTING RELATIONS** - Attach and organizational chart if possible indicating where this job fits in the department's operations.

Town Administrator  
Board of Assessors  
Director of Assessing  
Administrative Assistant

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

TOWN ADMINISTRATOR

DATE:

11/1/23

Supervisor/Manager:

DATE:

PERSONNEL BOARD

DATE:

10/31/23

**COMMENTS:**

Approved by Personnel Board : October 31, 2023