



Charter Township of Garfield

Grand Traverse County

JOB POSTING

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 346-5984

ASSESSOR

The Assessor is responsible for overall direction and management of the Township's property appraisal and assessment program. This position oversees identifying, inventorying, determining market values and calculating assessed and taxable values for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. In addition, maintenance of accurate Homestead and property transfer information in compliance with applicable State laws, is also a primary responsibility. The Assessor shall attend all meetings relevant to the duties of the Assessing Department. Under the direct supervision of the Township Manager, the Assessor will be responsible for the supervision, evaluation, and professional development of all Assessing Department personnel.

The salary range for this position is \$105,000 to \$122,000 and will depend on qualifications and experience. Benefits include comprehensive medical, dental, vision, life insurance, professional development, retirement plan contributions, holiday, vacation, and sick leave. Great work environment with four-day work week.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Education, Formal Training and Experience:

- Bachelor's degree or equivalent in Business Administration, Accounting, or a related field.
- Five (5) years relevant and progressive experience gained in all aspects of municipal property assessment work.
- The above qualifications are guidelines. Other combinations of education, experience, and skills may be considered.

Licensing and Other Requirements:

- Michigan Master Assessing Officer MMAO (Level IV) certification by the Michigan State Tax Commission.

Job Responsibilities, Skills and Abilities:

- Excellent communication and interpersonal skills to deal effectively with Township office staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations.
- Hands - on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills also required.
- Ability to plan, organize, schedule, supervise and complete work assignments on timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend, interpret and process detailed information and data.

Interested candidates should submit a cover letter and resume via email to cbarshoff@garfieldmi.gov. Questions should be directed to Township Manager Chris Barsheff at the email above or (231) 225-3041.