

Town of Conway, NH

Position Title **Chief Assessor**

Department **Assessing**

Job Type **Full-Time / Part-Time / Flexible Work Schedule. Exempt position.**

Job Summary This position is responsible for overseeing property valuations, inspections, subdivisions, land values, records, statistics and reports in accordance with NH State Statutes and Town regulations. They manage a staff of one full time and two part time employees. The individual works under the direct supervision of the Town Manager and advises the Select Board in assessing matters.

Duties and Responsibilities:

- Inspects, appraises and assesses all properties including commercial, industrial, residential and utilities.
- Accurately defines and determines property values using any combination of complex appraising techniques.
- Generates current fair market values for subdivisions, lot mergers and lot un-mergers.
- Performs and/or oversee inspections of properties to meet requirements of the Town's Cycle Inspection Program.
- Performs accounting and auditing procedures related to assessments. Correlates data and completes final assessed value reports.
- Maintains and updates tables in the Town's CAMA system as appropriate.
- Prepares, reviews, signs or recommends, as appropriate, all Assessing documentation including tax warrants, MS-1, Abatements, Exemption and Credit Applications, Timber and Gravel Yield Taxes, Current Use, Land Use Change Taxes, Ratio Report and USPAP Report.
- Conducts statistical analysis of property values in relation to recent sales data and other market trends.
- Oversees and completes revaluations of property every five years or as the market dictates.
- Maintains an ongoing positive working relationship with the DRA. Ensures that the Town is in compliance with the State's certification requirements.
- Ensures the Town's maps are updated on an annual basis at minimum.
- Manages and motivates department staff and ensures ongoing training to develop their skills and ongoing growth.
- Prepares and administers department budget.
- Inspects additions, alterations to and demolitions of residential and commercial properties; measures and lists new buildings; oversees staff and consultants contracted to perform such services.
- Plans and conducts public hearings after valuations have been established.
- Reviews/investigates all abatement applications and makes recommendations to the

Select Board for disposition of same.

- Prepares appraisals and all documentation for cases to be tried before the Board of Tax and Land Appeals and Superior Court. Works with Town Counsel to resolve litigation.
- Ensures departmental documentation is handled with appropriate levels of confidentiality.
- Performs similar or related work as required, directed or as situation dictates.

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective relationships with other Town department staff, subordinates and the public.
- Must be detail oriented, have good organizational and time management skills.
- Ability to communicate effectively both orally and in writing.
- Proficient computer skills in the use of Microsoft Office, GIS and CAMA systems.

Minimum Qualifications Desired

- Certified New Hampshire Assessor Supervisor.
- Appraisal experience in appraising residential, commercial, industrial and utility properties.
- Experience with CAMA systems.
- Minimum of 5 years municipal assessing experience desired.
- Valid drivers license required.