

## **Job Ad – Chief Assessor**

The Town of Conway, NH seeks applicants for a qualified Certified Assessor Supervisor. This position may be full-time or part-time and offer flexible work schedules depending on the needs of a successful applicant. Regardless, an assessor must perform professional, administrative and technical work in managing the operations of the Assessing Department and in the appraisal of townwide property in accordance with NH State Statutes and Town regulations. Candidates for this position should have experience in appraising residential, commercial, industrial and utility properties; a working knowledge of statutory requirements relating to taxation, abatements and appeals procedures; expertise with DRA reporting requirements and five years of progressive responsibility in assessing and valuation with supervisory experience. Proven leadership skills and the ability to effectively communicate with the public is essential. Candidate must be a New Hampshire Certified Assessor Supervisor and have proficient computer skills in the use of Microsoft Office, GIS and CAMA systems. A valid driver's license is required.

The position reports to the Town Manager and advises the Select Board in Assessing matters. A full job description and application can be found at [www.conwaynh.gov](http://www.conwaynh.gov). Please send completed application and resume to Town of Conway, Attn: John Eastman, Town Manager, P.O. Box 2680, Conway NH 03818. The Town offers a competitive benefit package including NH Retirement System, medical, dental, disability and life insurance, Flexible Spending Accounts and 457 plan retirement plans. Full-time salary range of \$108,000 - \$118,000 dependent on qualifications. The Town will strongly consider alternative working arrangements and compensation will be discussed upon request.

Interviews will be held as applications are received. Position is open until filled.