

Gratiot County Director of Equalization

Gratiot County is seeking candidates for a Director of Equalization. Position description and application can be found at www.co.gratiot.mi.us or at the County Administration office. Annual pay is \$42,581 for the 72 hour per two-week pay period position. The position includes no benefits or holiday pay. The successful candidate must be a Level III Assessor. Send cover letter, resume and completed application by March 5, 2010 to: Rose Hubbard, County Administrator, 214 E. Center Street, Ithaca, MI 48847.

Under Michigan Law, applicants must request confidentiality. Resumes of finalists will be subject to public disclosure. EOE

GRATIOT COUNTY

EQUALIZATION DIRECTOR

General Summary

Under the supervision of the County Administrator, directs surveys of assessments and provides the Commission with the information necessary to adopt the annual county equalization in accordance with applicable Michigan general property tax law. Conducts studies and related analysis of the six classes of real and personal property to assure proper equalization of property value throughout the county.

Essential Functions

1. Develops and implements the necessary procedures to assure the equitable survey of assessments to determine cash or market value of real and personal property.
2. As a department head, is responsible for hiring, training, assigning work, reviewing and evaluating performance, and dealing with employee relations issues.
3. Develops and presents proposed budget to the Board of Commissioners. Monitors expenditures and ensures compliance with budgetary guidelines. Prepares and submits vouchers for payment of bills on a monthly basis.
4. Compiles data, reports, and statistics concerning property valuations in the county.
5. Directs the preparation of assessment/equalization figures and reports for the Board of Commissioners and the State Tax Commission.
6. Appraises residential, commercial and industrial properties using State Tax Commission approved techniques and standards of value to determine the estimated property value.
7. Analyzes property sales by township to establish market value for all classes of real property. Works with local assessors to identify representative sales data.
8. Conducts field inspections of property and interviews sellers and purchasers to verify date of sale, sale price, substantiate correctness of property descriptions, and to obtain details such as condition of structures, property improvements, and land use.
9. Informs the Board of Commissioners of items that may affect the equalization process. Represents the Board of Commissioners at the State Tax Tribunal for appeals concerning equalizations.

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10. Prepares and coordinates the annual apportionment report. Advises local units of government concerning implementing tax limitation procedures.
11. Advises assessing officials on appraisal and tax problems in the ad valorem field of property valuation and taxation. Provides training opportunities to local assessors, township supervisors, and other officials, as necessary.
12. Prepares equalization figures and reports for the Board of Commissioners and the Michigan State Tax Commission. Transmits equalized values to adjacent counties, school districts, local units of government, the County Clerk and other county departments.
13. Calculates the millage reduction factors 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 each taxing authority in the county and the State Tax Commission.
14. Keeps abreast of appraisal practices, real estate market trends, recent court rulings, proposed legislation, economic conditions, and tax commission rules and bulletins.
15. Attends meetings of professional organizations to become informed and educated in regard to assessment/equalization administration practices and taxation.

Other Functions

16. 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.

Experience: Five years of progressively more responsible experience in appraising all types of property with some experience in zoning and building code enforcement. Prefer some supervisory/administrative experience.

Other Requirements: Level III 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

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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 of 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 file and retrieve documents from departmental files.
Ability to operate an automobile to access property.

Working Conditions:

Travels to various sites throughout the county to make appraisals and examinations.
Majority of time spent in office conditions, but also works outside in varying weather conditions.
Travels to various sites throughout the county to make appraisals and examinations.