



## Chief Assessor City of Everett

The city of Everett is seeking an experienced Assessor with strong administration, leadership, and communication abilities and with the vision and innovation to make the Everett Assessor's Department extraordinary. The qualified candidate should be able to perform responsible and highly complex administrative work in the assessing of real property; in planning, managing and directing the Assessing Department. The professional in this position will use initiative and resourcefulness to establish policies and procedures and to modify procedures to meet new conditions. The Assessor will: Appraise and assess real property with the assistance of members of the Board of Assessors; responsible for supervising the appraisal of residential, commercial, industrial and personal property for the municipality; assume principal responsibility for revaluing property every three years; review all applicants for property abatements and exemptions; offer recommendations on these matters to the Board of Assessors, keep abreast of changes in state laws affecting property abatements and exemptions; prepare necessary information to inform the public about these programs and appear before groups and organizations to explain the program; compile data and prepare information for the annual classification meeting with the Board of Assessors; analyze real estate market conditions and events to determine trends and changes in the market. Collect data from other boards/officials whose actions may reflect a change in value; supervise and participate in the preparation of tax rate documentation for state certification; supervise the commitment of real estate, personal property, motor vehicle and boat excise and special assessment tax bills to the Tax Collector; responsible for Assessors maps working in conjunction with the City Engineer; attend professional meetings, training programs and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments; recommend the minimum Residential factor which determines the tax rate to the City Council; and testify on behalf of the Board of Assessors at hearings before the Appellate Tax Board and District and Superior Courts. Qualifications: The successful candidate will have a bachelor's degree in business administration or a related field. A minimum of five years of appraisal/assessing experience. In accordance with Department of Revenue regulations (830 CMR), any person who is elected or appointed as an

assessor is required to complete the basic course of training and pass the examination prepared by the State Revenue Commissioner within two years following election or appointment. Salary depending on experience. Excellent benefits. Please send cover letter and resume to Personnel Department, City of Everett, 484 Broadway, Everett, MA 02149 or email [hr@ci.everett.ma.us](mailto:hr@ci.everett.ma.us). Application will be accepted until position is filled. The City of Everett is an Equal Opportunity Employer.