

Director of Assessment Tompkins County

Department: Assessment Department

Classification: Non-competitive per NYS CSC 05/18/11

Labor Grade: Management Grade 90

Approved: Board Action 01/01/1969

Revised: 6/84; 4/85; 6/91; 1/01; 10/07; 02/08; 06/10; 07/11; 9/16; 9/17

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree **AND** four years of experience in building construction estimation, real property assessment administration, or real property appraisal; three years of which must have been administrative experience involving responsibility for planning, organizing and directing a work program; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** six years of experience in building construction estimation, real property assessment administration or property appraisal; three years of which must have been administrative experience involving responsibility for planning, organizing and directing a work program; **OR**

(c) Completion of two years (60 semester hours) of study at a regionally accredited or New York State registered college or university **AND** eight years of experience in building construction estimation, real property assessment administration, or real property assessment; three years of which must have been administrative experience involving responsibility for planning, organizing and directing a work program; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above. Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

This is a department head position responsible for the administration of the Tompkins County Assessment Department. As the sole appointed Assessor of all real property within the County of Tompkins, the work involves establishment and supervision of uniform appraisal standards, interpretation of real property tax laws, and implementation/review of exemptions. The work is performed under the administrative direction of the County Administrator. Supervision is exercised over the work of all employees of the Department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises all work produced by Department including annual property valuation and preparation of assessment and tax rolls for county, town, city and village property;
- Maintains a central valuation file on each parcel of real property, prepares assessment rolls and tax extensions and exemptions;
- Makes field inspections and appraisals of commercial, industrial and utility property for assessment purposes;
- Answers inquiries concerning property assessments;
- Supervises and assists in the preparation of assessment and tax levy reports;
- Supervises and assists in the maintenance of tax maps;
- Supervises and assists in reviewing deeds, wills, surveys and maps filed in the County Clerk's office to determine changes in ownership and property descriptions;
- Provides training to staff for all components of and changes to real property and related laws;
- Conducts information meetings and grievance hearings with attorneys, government officials and general public, on appraisal procedures, rules and regulations of equalization and assessment;

- In conjunction with certiorari litigation, assists in the process of interviewing, hiring and providing information to a licensed MAI Appraiser;
- Assists in the litigation and defense of assessments by reviewing the appraisal report and, based on the value estimate, instructs an attorney as to the course of the litigation;
- Conducts reviews of staff job performance;
- Organizes the resources of the department in a manner that enables employees to produce quality work;
- Prepares, submits, defends, explains, tracks, and adjust the budget of the department;
- Proposes measurable objectives by which the success of the department's work can be determined;
- In accordance with Section 963 of the NY State General Municipal Law, acts as the certification officer of the Tompkins County Empire Zone.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of modern methods, principles and practices in real property valuation and assessment;
- Comprehensive knowledge of the laws, rules and regulations governing valuation of real property for tax assessment purposes as well as judicial and administrative interpretations;
- Thorough knowledge of building construction methods and material costs for a wide variety of commercial, industrial and residential buildings;
- Thorough knowledge of deeds and related property records and their relation to the valuation processes;
- Good knowledge of office management, terminology, practices and equipment;
- Excellent ability to value all classes of real property with strong knowledge of commercial valuation;
- Excellent knowledge of mass appraisal techniques and tools;
- Good working knowledge of New York State supported assessment administration software;
- Ability to establish and maintain effective working relations with the public and with elected and appointed Boards;
- Ability to prepare oral and written reports;
- Ability to effectively plan and supervise the work of subordinates;
- Integrity, tact, good judgment;
- The employee's physical condition shall be commensurate with the demands of the position.

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