

Dickinson County Equalization Director

Dickinson County is seeking qualified candidates for the position of Equalization Director. The Director is responsible for directing and overseeing Equalization for Dickinson County, including management of staff, preparation and oversight of departmental budget and all administrative functions of the department; directs surveys of assessments and provides the County Board with information necessary to adopt the annual County equalization report in accordance with applicable Michigan general property tax laws; directs and conducts studies and related analysis of all classes of real and personal property to ensure proper equalization of property value throughout the county and works with contracting units to provide data printing services and assistance to assessors and treasurers.

Minimum qualifications include a strong working knowledge of Manatron and/or BS&A tax programs, and proficiency in Excel and Word applications. Candidates must possess a valid State of Michigan driver's license and five years of progressively more responsible experience in appraising all types of property. Supervisory/administrative experience is preferred; Level III (MAAO) or higher certification from the State Tax Commission is required.

Qualified candidates should submit a resume to Dickinson County Controller, PO Box 609, Iron Mountain, MI 49801. (Phone 906 774-2573). Resumes accepted until March 15, 2013.

Dickinson County is an Equal Opportunity Employer.

DIRECTOR OF EQUALIZATION

SUMMARY

As the administrative officer for the County Equalization process, establishes policy, oversees and participates in the appraisal analysis and equalizes all classes of properties within the County. Additionally, the director supervises, directs and assigns appraisers and support personnel to complete the equalization function. Perform related duties as required.

SUPERVISION RECEIVED

Supervision is general, received from the County Administrator/Controller.

SUPERVISION EXERCISED

Directly supervises employees assigned to assist.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Develops methods and establishes an orderly schedule and procedure for equitable and timely survey of assessments to determine true cash/related market value of real and personal property of all assessing units.
2. Directs a staff engaged in performing field surveys, summarizing and analyzing data.
3. Personally conducts assessment of personal property and determines the true cash value of all classes of property within the County.
4. Assists and trains local assessing officers, analyzing assessment reports from local units of government, and instituting corrective actions as required by law.
5. Recommends equalized valuations to the County Board of Commissioners providing related summary reports to other units of government and related justifications.
6. Assigns, performs, schedules, reviews and approves sales/appraisal ratio studies.
7. Prepares departmental preliminary budget, defends contents and monitors final budget throughout fiscal year for conformity to anticipated expenditure.
8. Represents the County at hearings/review boards explaining practices, conclusions and techniques.
9. Monitors staff performance, modifies practice in keeping with new legislation, trains and assigns for best use. Initiates disciplinary actions as required.
10. Explains equalization to interested citizens and seeks voluntary compliance. May speak to groups as part of educational process.
11. Perform related duties as required.

DIRECTOR OF EQUALIZATION (Cont'd.)

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

All of the following functions, qualification, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

Ability to work effectively with the public and fellow employees.

Ability to see, hear and speak effectively and without limitation.

Ability to reason and process numbers effectively.

A valid Michigan driver's license.

Considerable knowledge of the policies and procedures of equalization.

Graduation from an accredited college or university and five years of related experience.

Certification: Level III (MAAO) or higher.