

The logo features a green triangle above the text "Manistee County Board of Commissioners" in a dark blue serif font. Below the text is a stylized blue and green wave graphic.

Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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PERSONNEL COMMITTEE

Friday, February 02, 2018
10:00 A.M.

Courthouse & Government Center
Board of Commissioner's Room

AGENDA

1. Discuss Job Description for Equalization Director. (Appendix A)
2. Discussion regarding updating Personnel Policy Manual.
3. Other items from Committee members.
4. Adjournment.



JOB DESCRIPTION

TITLE: Director of Equalization
DEPARTMENT: Equalization
REPORTS TO: Board of Commissioners
PAY GRADE: 11

SUMMARY

As Chief Administrative Officer for the Manistee Equalization Department, establishes policy for conducting appraisals and surveys of both real property and personal property in order to determine County equalized value. Supervises the appraisal and clerical staff of the Equalization Department and also completes fieldwork and appraisals to meet these above-stated responsibilities. Administers policies relating to the assessment of property and provides full support data for the equalization of assessments by the Board of Commissioners. Formats and compiles data for the summer and winter tax bills, calculates the millage rollback fractions and prepares the millage apportionment report.

EMPLOYMENT QUALIFICATIONS

Required

- Equivalent of two years of college coursework in property appraisal, assessment, administration and management. Yearly continued education required
- Five or more years of progressively more responsible experience in appraising all types of property
- Must be certified by the Michigan State Tax Commission, as a Michigan Advanced Assessing Officer (3)
- Must possess Michigan Vehicle Operator's License.
- Thorough knowledge of Property Tax Administration and Tax Laws.
- Thorough knowledge of principles, practices and techniques of real and personal property appraisal.
- Thorough knowledge of property tax record system.

Deleted: Assessor's Board
Deleted: Level 3 Assessment Administrator

- Thorough working knowledge of how the equalization process works and is applied in preparing assessment rolls, preparing required State Tax Commission forms, and preparing required reports to the County and other State agencies.
- Considerable knowledge and working understanding of local government finance including but not limited to Allocation procedures, Apportionment, special millage elections and bonding procedures.

Preferred

- Prefer some supervisory/administrative experience.

SKILLS

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

ABILITIES

- Ability to train others in the work, review and analyzing work of junior appraisers.
- Ability to work with other governmental agencies.
- Ability to keep current on contemplated laws and bills in the legislature and their probable effect on local revenues.
- Ability to conduct meetings with local governmental officials and taxpayers in relation to equalization.
- Attends conferences, seminars and continued education required to remain current with job requirements.
- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Develops and is responsible for maintaining an orderly schedule and procedure for the equitable survey of assessments to determine the true cash value or market value of both real and personal property.

2. Directs general administrative activities of the Department, such as recruitment and management of personnel, supervising of clerical and secretarial work, preparation of the annual departmental budget, and preparation of reports and statistics on operations of the Department.
3. Directs the design and completion of various computer programs to facilitate the efficiency of the Department. Documents the sequence of programs to reach the final goal. Use of computer terminal and high speed printer to facilitate program sequence necessary to complete the organization and accomplishment of computer based projects, including mass printing of forms and books.
4. Analyzes assessment records and equalization data from fifteen local units of government, instituting, as necessary, amended assessment practices or clarification of procedure as it relates to the assessment and appeal process.
5. Supervises the appraisal staff, assigning work responsibilities, training, evaluating performance and instituting corrective action as may be required. Reviews completed appraisal records and mathematical analysis for accuracy and propriety.
6. Directs and personally prepares County equalization data and reports for the Manistee County Board of Commissioners, State authorities and subordinate government units, explaining and/or defending documents relating to the annual equalization study, which determines the true cash or market value of the County.
7. Serves as equalization and taxation advisor to the Manistee County Board of Commissioners, other County units, and other governmental units forecasting anticipated property tax revenues, identifying statutory requirements relating to the legal compliance of laws relating to the property taxation and explaining apportionment of millage rates. Formats and compiles data for the summer and winter tax bills which includes calculating the millage reduction factors for each taxing authority within the County including the Headlee Amendment, Truth in Taxation, and Truth in Assessing.
8. Prepares the Apportionment Report for the County.
9. Attends meetings of professional organizations, workshops and seminars on the equalization process and reads extensively to keep current on new practices, trends and legislation proposed which may affect present practices.
10. Regularly confers with interested citizens and representatives of other governmental units on matters of mutual concern.

11. Educates interested citizens and business representatives as to the assessment appeal process.
12. Develops and directs a systematic approach to Sales Ratio studies (ratio of assessed value to sales price), and other studies, designed to monitor market value trends. These include the Economic Condition Factor studies, which adjust the pricing manual to current market value, and Land Value studies, which determine current land value.
13. Represents the County of Manistec, speaking at community gatherings on the equalization process. Provides presentations to interested officials on subjects they find timely and important. Explains and meets with media representatives as necessary.
14. Computes the value of property damaged or destroyed during disasters as the Damage Assessment Officer for the County.
15. Directs the maintenance of the County Base Map updates for GIS.
16. Oversees the assessment administration conducted for local units on a contractual basis. This includes maintaining Assessment Rolls, acting as a printing agent for assessment rolls, personal property and real property statements as well as mapping for aerial overlays and base maps for GIS.

Deleted: tax bills.

PHYSICAL REQUIREMENTS

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely. Must be able to walk long distances in various types of terrain to conduct appraisals of property and structures. Must be able to climb stairs in order to conduct appraisals of structures. Must be able to bend, stoop and kneel to make measurements and appraisals.

WORKING ENVIRONMENT

Works in office and outside conditions. Requires periodic travel to various sites throughout the County and State in various types of weather.

Job Description Approved: _____

Job Description Revised: _____