

## **EQUALIZATION ASSISTANT DIRECTOR**

GENERAL STATEMENT OF DUTIES: Appointed by and works at the pleasure of the Equalization Director. Assists in implementing and developing comprehensive plans. Responsible for assisting with administration of the property tax system within the County. Works under direct supervision of Equalization Director. Acts in the absence of the Equalization Director.

### STATEMENT OF TASKS:

Works to assist Equalization Director to:

Plan and administer training programs for professional staff;

Prepare work programs and budgets for the department;

Consult with citizens, department heads and other officials of Municipal, County, and State governments in order to coordinate all phases of equalization;

Deliver addresses before civic groups and assessment administration conferences;

May inspect residential, commercial and industrial facilities and the general physical layout of the area in order to determine property valuation in the County;

Compile sampling data, reports and statistics concerning property valuations in the County;

Develop ways to stay abreast of appraisal practices, real estate market and economic conditions effecting the County;

Assist local assessing officials on appraisal and tax problems in the ad valorem field of taxation;

Plan research program to ascertain what phases of property appraisal and taxation are in greatest need of study with a view toward promoting proper equalization;

Supervises assigned staff;

Acts in the absence of the Equalization Director.

The class specification above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class maybe required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the physical, social and economic implications of local assessing and equalization activities;

Ability to secure the cooperation of major civic groups and leaders in executing plans;

Ability to speak effectively and persuasively and to maintain cordial working relationships with other County departments;

Proficient with B S & A software;

Ability to supervise other employees;

Ability to report to work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

MAAO (3) STC Certification **AND** STC Michigan Certified Personal Property Examiner Certification is required **AND** Five (5) years of progressively more responsible experience in appraising all types of property **AND** Experience in a supervisory or management level position within the last three years **AND** Must be currently pursuing the MMAO (4) certification through the State Tax Commission training program **AND** Must obtain MMAO (4) certification with 24 months of commencing employment.

  
\_\_\_\_\_  
Human Resources Director

Date Implemented August 21, 2017