

Employment Posting

Director of Assessing – a Rewarding Position in a Friendly and Dynamic Work Atmosphere

Position: Director of Assessing

Organization: East Bay Charter Township – *An Equal Opportunity Employer*

Open until filled, first interviews given to resumes submitted by March 31, 2024

East Bay Charter Township is accepting applications for a full-time Director of Assessing with a minimum of a MAAO certification. East Bay Charter Township has almost 8,000 real property parcels (approximately 10% are commercial), received a perfect score on the 2023 PA 660 Assessment Audit Review, has no pending MTT cases, utilizes BS&A Cloud, and supports professional development, education, and certification in its annual budget. The Director performs timely professional work requiring a thorough knowledge and understanding of the Michigan assessment process in accordance with their MAAO or higher certification, the General Property Tax Act, and Michigan Department of Treasury Bulletins. The successful applicant will be responsible for planning and directing all activities to administer township assessing, including developing, recommending, and implementing policies, procedures, and ordinances, as needed. As part of their duties, the Director will oversee an Assessing Administrative Specialist (MCAT or MCAO), establish an annual budget, serve as a liaison with legal consultants of both the township and any tribunal petitioners, and will set the tone in delivering accurate assessing information in a pleasant and informative manner to taxpayers, citizens, and the Township Board. This is a full-time position with excellent benefits amid a friendly and dynamic work environment which values integrity and a strong work ethic. The Board-approved posted salary range is \$72-82,000 per year with paid healthcare, dental, vision, long and short-term disability insurance, competitive no-match required defined contribution retirement plan, and paid holidays and vacation.

East Bay Charter Township is a vibrant and growing community in Grand Traverse County, adjacent to the City of Traverse City and conveniently located near all regional attractions. The Township contains a wide variety of scenic northern Michigan landforms from the East Arm of Grand Traverse Bay to State-forested areas to wetlands to agricultural lands to inland lakes. With a population over 11,000 residents, East Bay Township enjoys a healthy mix of residential neighborhoods; tourist districts; and commercial, agricultural, and industrial parcels, with pressures on land development as opportunities within the City of Traverse City become scarce and the region grows. East Bay Charter Township provides utility services of sewer, water, and septage treatment; planning, zoning, and code enforcement; parks; assessing; and emergency services of fire, community policing, and ambulance services. The Township's office and meeting rooms are located at 1965 N Three Mile Road, Traverse City, MI 49696.

Please see the full description and application at <http://eastbaytwp.org/>



- Position Title:** Director of Assessing, minimum MAAO certification
Location: East Bay Township, southeast of Traverse City
Schedule: Full-Time, 40 hours per week
Monday-Thursday: four (4) ten-hour days
Salary: Commensurate with experience and market
Board-approved posting at \$72-82,000 per year
Application: www.eastbaytwp.org,
email bfriend@eastbaytwp.org, call 947-8647 or
visit 1965 N. Three Mile Road
Deadline: **Open until filled, first interviews given to resumes submitted by March 31, 2024.** Interviews as mutual schedules allow.

Broad Statement of Responsibilities

Responsible for overseeing all activities related to the Assessing Department. Responsible for ensuring administrative support to the Board of Review and supervising administrative assessing staff. Administers and directs the real and personal property assessment function in the Township to ensure that all property is fairly and equally assessed among all taxpayers as required by law.

Specific Duties & Responsibilities

- Supervises the work of any assessing staff and manages any staff added to the Assessing Department and employees or contractors who may be performing work in the Department.
- Represents the Township in meetings, often responding to sensitive or difficult issues, with taxpayers, developers, bankers, realtors, and other governmental agencies, as needed; participates in consultation with the Township's legal counsel.
- Prepares budgets for assigned areas of responsibility, monitors and administers approved budgets. Reviews monthly financial statements and proposed expenditures to assure operation within the budgetary constraints.
- Provides counsel on the need for new or revised ordinances or policies for the department.
- Attends professional meetings and trainings to keep the township current with assessing and taxation developments, emerging topics, and changing legislation.
- Conducts property appraisals, inspecting the property and researching comparable properties.
- Oversees the methodology used to convert collected property data into uniform property valuations and applies standard assessment factors.
- Manages a program and schedule to reassess all township property on a periodic basis.
- Prepares the assessment roll with all taxable property, property descriptions and other assessment information, and has an established procedure to update records on a regular basis.
- Files all required State Tax Commission (STC) and equalization forms in accordance with the STC calendar and applicable statutes and administrative rules.
- Provides administrative support to the Board of Review and attends their meetings.
- Represents the Township in defense of assessments appealed to the Michigan Tax Tribunal.
- Provides input and submits reports to the Township Board as appropriate.
- Performs other related dues and assignments, as requested, such as Special Assessment District support.
- Maintains and updates property assessment records as required by best practices and the STC.

Knowledge, Skills, & Abilities Required

- Ability to communicate tactfully, and impartially; with an ability to convey information effectively.
- Ability to establish and maintain effective working relationships with staff, coworkers, and colleagues.
- High school diploma and State Tax Commission Certification MAAO with established experience.
- Must have current, valid Michigan vehicle operator's license.
- Proficient in BS&A and Microsoft Office programs, such as Word, Excel, Outlook, and PowerPoint.
- Adhere to all Policies and Procedures as printed in the *East Bay Charter Township Employment Manual*.

For a full job description and listing, please visit eastbaytwp.org.

Please send completed application with resume/cover letter to Supervisor Beth Friend at bfriend@eastbaytwp.org with the subject line, "Director of Assessing" or return them to the township hall at 1965 N. Three Mile Road, Traverse City, MI 49696

An Equal Opportunity Employer - All persons shall have equal employment opportunities with East Bay Charter Township regardless of race, color, religion, sex, marital status, or national origin.



APPLICATION FOR EMPLOYMENT

This Township is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law. Michigan law requires that a person with a disability or handicap requiring accommodation to perform the essential duties of the job must notify the employer in writing within 182 days of the date that the need is known or should have been known. Federal law has no such requirement.

Position Applied For: _____

Date of Application: _____

Date You Can Start: _____

(Please note that this application will only remain active for 3 months after which the applicant would need to re-apply.)

Name: _____

(Last, First, Middle)

Social Security Number: (to be provided by successful applicant)

Present Address: _____

Telephone Number: _____

(Home/Work/Cell – circle one)

Are you 18 years or older? Yes _____ No _____

Do you have a valid Michigan motor vehicle license? Yes _____ No _____

Are there any hours or days of the week you cannot work?

If so when?

Salary Desired _____ Type of Employment: Full Time ____ Part Time ____

EDUCATION:

	Name and Address of School	No of Years Attended	Did you Graduate?	Subject/Major
Elementary School				
High School				
College				
Specialized Training				

Are you employed now?

May we contact your present employer?

Have you ever applied to this Township before? Yes _____ No _____

If so, under what name and when? _____

Do you have US Military experience? _____

Branch: _____ Rank: _____

Date Entered: _____

Date Discharged: _____ Honorably? Yes _____ No _____

Are you lawfully entitled to be employed in the United States?

Have you ever been convicted of a crime except a minor traffic violation?

Yes _____ No _____

(The response to this question will be considered in the context of its job-relatedness only)

If so, please state citation, date and place where offense occurred:

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.

REFERENCES:

Three individuals not related to you, whom you have known at least for one year:

1. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

2. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

3. _____

(Name, Address and Telephone, Relationship, Years Acquainted)

EMERGENCY CONTACT:

(Name, Address, City, State/Zip, Telephone Number)

CURRENT AND MOST RECENT EMPLOYERS: (Most recent one first)

Date Month/year	Name, Address and Telephone No. of Employer	Salary: Starting/Ending	Last Position Held/Responsibilities	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

May we contact the Employers listed? Yes _____ No _____

If not, which one(s)?

Please read the following statement carefully before signing to indicate your understanding:

I understand that prior to being offered employment; I may be requested to take an employment examination. In the event that I have a disability that will affect my ability to take the test, I will so inform the Township prior to the administration of the test so that a reasonable accommodation can be made. The Township reserves the right to require medical documentation regarding the need for accommodation.

I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that if employed, falsified statements or omitted information on this application may result in termination.

I understand and agree that if hired, my employment is for no definite period and may regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in the application for any employment-related purposes. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give to you.

(Signature)

(Date)

*Employers specifically excepted:

For Employer Use Only

Interviewed By: _____

Date: _____

Hired: Yes _____ No _____

Starting Date: _____

Position: _____

Wage: _____

Additional Comments:
