



# Town of Branford Job Announcement

**Posting Date:** August 4, 2023

**Closing Date:** Until Filled

The Town of Branford is a beautiful shoreline community with a residential population of over 28,000 and a growing commercial property base [https://en.wikipedia.org/wiki/Branford, Connecticut](https://en.wikipedia.org/wiki/Branford,_Connecticut) . If you are looking to join a progressive senior leadership team as an experienced Tax Assessor, the Town of Branford would like to hear from you.

Please email your resume and cover letter: [CAREERS@BRANFORD-CT.GOV](mailto:CAREERS@BRANFORD-CT.GOV)

## **Position Purpose:**

The purposes of this position are to direct and administer the valuation of real estate, personal property and motor vehicles; performs field investigations and inspections required to properly evaluate property; to establish and prepare annual Town Grand Lists. The work involves analysis and calculations; answering customer inquiries and directing the office staff. The Assessor is required to exercise considerable independent judgment in administering and conducting the assessment of real, personal property, and motor vehicles and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Supervises a staff of four and other vendors/consultants as needed.

- Plans, directs, supervises and participates in the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand List. Conducts physical inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value.
- Prepare, calculate and publish annual Grand Lists, including assessment, names and addresses, geographic designations and descriptions. Reconcile the Grand Lists with Tax Collector's records prior to the issuance of tax bills.
- Prepare and submit all State mandated monthly and annual reports to the Office of Policy and Management, including sales ratios, elderly, disabled and veteran reimbursements and reports for State reimbursements.
- Develop and write Request for Proposals for town-wide revaluation. Review bid proposals and direct the selection process, including research, references and demonstrations.
- Conduct revaluations every five years in accordance with State Statues; monitor the process, including sales data, property inspection, software conversion, fair market values, final assessments and informal hearings. Certify the accuracy to the State of CT.
- Supervise the preparation and verify the accuracy of assessment lists including update for property transfers, address changes, additions, and death notices. Supervise motor vehicle assessment pro-rations and exemption changes
- Maintain individual property records, including valuation information, plot plans subdivisions, and changes in names and addresses.

For questions: (203) 315-0628 or (203) 315-0629



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- Review and approve exempt applications for elderly, disabled, blind, veteran and manufacturing programs.
- Maintain, update and produce annual Assessor tax maps, including review and interpretation of survey maps filed with the Town Clerk.
- Handle Appeals of Valuation through Court Appeals with Town Attorney and

Appraisers and taxpayers within State Statues.

- Interpret CT General Statues pertaining to assessment practices, to include rules of valuation, exemption qualification, record keeping and public notification.
- Perform residential home inspections, including island properties, resulting from building permits for new construction, additions and renovations in order to keep assessments up to date.
- Develops department policies, procedures, and assigns, trains, supervises, counsels and evaluates staff. Consults with, Human Resources on such personnel actions as hiring, termination, and discipline; assure safe working conditions for employees
- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Maintain the Department's Web Site for public access to records, including field cards and sales records.
- Comply with OSHA.

## **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development to maintain CCMA I or II designation.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

## **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the assessor functions. Also performs a wide variety of special professional, technical and administrative responsibilities requiring an extensive knowledge of automated and manual property assessment systems and techniques, the appropriate application of the many assessment variables to discrete parcels to produce the Grand List and to manage the office.

*Supervision Received:* Works under the direction of the First Selectman; follows established polices and state statutes and codes where appropriate. Makes reports to the Board of Assessors and Board of Finance

*Supervision Given:* Supervises the Assistant and Associate Assessors, Technician and Clerks, developing job direction, assigning tasks, providing instructions, as needed and monitoring performance.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

Bachelor's Degree in business, accounting or related field; over 4 years of real estate, field work, and valuation experience, personal property and motor vehicle valuation experience, Municipal

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experience including two years' experience with public contact; or any equivalent combination of education, training and work experience.

## Special Requirements:

### **Certified Connecticut Municipal Assessor I or II (CCMA)**

Valid CT Driver's License required.

#### Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of the principles and practices of property valuation and assessment; thorough knowledge of assessment laws, rules and regulations, and various assessment methods; thorough knowledge of state laws and statutory requirements related to real and personal property assessment; knowledge of court proceedings, including stipulated agreements; thorough knowledge of data processing techniques and applications in valuation and assessment administration.

*Ability:* Ability to interpret assessment law; ability to utilize data processing and web applications as they relate to the functions of the Assessor's Office; ability to obtain and analyze data affecting property value and to make impartial and consistent estimates based on such data; ability to plan and prioritize department operations to meet established statutory deadlines and implement a municipal assessment program; ability to deal effectively with people, handle customer service, and resolve disputes; ability to prepare reports and operating budget for department; ability to analyze office administration operations and to develop operational improvements; ability to plan, assign and supervise work of others.

*Skill:* Excellent verbal and written communication skills; aptitude for working with numbers and details; skill in using the above-mentioned office equipment; skills associated with the supervision and training of staff; skills associated with the dealing with people and maintaining effective working relationships with various groups.

#### **Job Environment:**

Administrative work performed in a moderately quiet office. When necessary, required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot, cold, and the hazardous conditions associated with construction sites.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, state officials, judges, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, builders, architects, developers, the Board of Finance, the Board of Assessors, and the general public; communication is frequently in person, by telephone, fax, email and through letters.

Errors in judgment or omissions could result in monetary loss or rework if assessments are not calculated properly and potential liability.

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***We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.***

*The Town of Branford reserves the right to limit the number of qualified candidates who will be considered for the position. All candidates must successfully pass a post-offer substance abuse test given at the Town's expense. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.*