



Job Specification

Job Title: Director Board of Review (Appointed)	FLSA Type: Exempt	Date Established: xx/xx/xxxx
Department: City Council	EEO Code: 01	Date Revised: xx/xx/xxxx
Class Code: 01-13-60	Reports To: City Council President	Date Approved: xx/xx/xxxx

Job Summary

Direct, plan and coordinate the administrative responsibility and oversight pertaining to the operations of the Board of Review regarding property tax assessments, abatements, appeals and grievances, exemptions, and other negotiated programs.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Establish oversight procedures with respect to the Board of Review and monitor for compliance.
- Monitor procedures used to determine verification of applications and other appeals, including but not limited to requests for the Auditor General to conduct an audit.
- Coordinate and establish operations with the Office of the Assessor including hours, location, space, equipment and staff. Approve Board of Review meetings.
- Work with City Council Members to identify, recruit and/or train potential Board of Review Members. Create internal job descriptions.
- Direct management and staff in the completion of results, data and other determinations of the Board of Review.
- Direct all training requirements including mandatory annual training and additional training related to any changes issued by the State Tax Commission or the Michigan Tax Tribunal.
- Maintain records on Board Members including resumes, conflicts of interest and other documents. Report any irregularities to the nominating Council Member. Recommend any outcomes including suspension, termination, reporting to other agencies, etc.
- Prepare various statutory required reports, writings, analysis, spreadsheets and other documents relative to the Board of Review to be submitted to City Council or place on file with the City Clerk.
- Oversee department budget including development and preparation of formal request for the yearly fiscal budget. Maintain records of yearly budget allocation. Approve timesheets and manages payroll. Review RFP's (Requests for Proposals) and complete/review contracts with vendors.
- Develop, implement, and coordinate oversight of community partnerships.
- Liaison with other department Directors, Executive staff and the Mayor's Office.
- Develop, coordinate, implement and participate in community based education and outreach at all levels of government especially matters dealing with foreclosure prevention.
- Point of contact for law department regarding legal matters concerning the Board of Review.

Qualifications (required):

- Bachelor's Degree in Business Administration, Public Administration, or a related field.
- Minimum of three (3) years in property assessment, accounting, or real estate.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- 5 to 7 years experiences in property assessment, accounting, or real estate.
- Michigan Certified Personal Property Examiner

Knowledge, Skills, and Abilities

- Knowledge of the principles and techniques of administration.
- Knowledge of real estate assessment.
- Skill in understanding, interpreting, explaining, and applying federal, state, and local policy, laws, regulations, and court decisions applicable to areas of responsibility.
- Excellent oral and written communication skills.
- Ability to evaluate program policies and procedures; apply and interpret rules, regulations, and procedures.
- Ability to prepare detailed statistical and narrative reports, evaluate data, compare data to existing standards, investigate situations, extract, and organize facts, and draw conclusions.
- Ability to develop criteria to identify program goals and objectives.
- Ability to develop and maintain record, data collection and reporting systems.
- Ability to complete work in a timely manner with attention to detail.
- Ability to interact effectively with superiors, subordinates, other departmental personnel, representatives of other city departments and utilities, manufacturers, contractors, and the general public with tact and diplomacy.
- Ability to develop and manage budgets.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Ability to present proposals and recommendations clearly, logically, and persuasively in public meetings.

Licenses, Certifications, and Other Special Requirements:

Michigan Certified Assessing Officer certification.

Valid State of Michigan Operator license.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on requirements of the position.

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 20 pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: