

Equalization Director



Position Description

Status

Full-Time, Exempt

Compensation

D63

Bargaining Unit

Non-bargaining

Reports to

County Administrator

Supervises

Deputy Equalization Director and Staff

Position Category

Executive Director

Summary

Provides expertise and comprehensive understanding of Michigan property tax laws and regulations. Responsible for administering and directing the county's property tax equalization program, including ensuring accurate assessments, overseeing valid millage rates, and maintaining property maps and records.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversees Appraisal and Assessment/Sales Ratio Studies by ensuring that property values are assessed uniformly and equitably based on professional property tax mapping services.
2. Ensures that accurate property records of ownership, maps, assessments, and transfers are maintained.
3. Develops and manages the department budget in accordance with County guidelines.
4. Manages and supervises department staff to ensure efficient and effective operation of the department.
5. Develops and maintains positive relationships with the public, government officials, and other agencies.
6. Prepares and submits required reports to various entities, including the State of Michigan, County Board of Commissioners, and County Administrator.
7. Coordinates with other County departments, including the Treasurer's Office and the Board of Commissioners, to ensure efficient and effective operation of the County.
8. Stays current with State of Michigan property tax laws and procedures to ensure compliance and to identify potential areas of improvement.
9. Acts as Designated Assessor when invoked by the State Tax Commission Audit of local assessment rolls, as needed.
10. Develops and maintains a comprehensive computerized property database.

11. Manages special projects as assigned by the County Administrator or the Board of Commissioners.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or Real Estate.
2. Michigan Advanced Assessing Officer (MAAO) accepted with appropriate experience and county waiver.
3. Five years of progressively responsible experience in assessment administration or a related field, including two years of supervisory experience.
4. Valid Michigan Driver's License.

Preferred Education and Experience

1. Master's degree in Business Administration, Public Administration, Accounting, Finance or Real Estate.
2. Michigan Master Assessing Officer (MMAO) designation.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____