

# Town of Peru

## Primary Assessor Job Description

### GENERAL SUMMARY:

The Town of Peru, MA is in search of a Primary Assessor to serve as the Town's main point of contact for Assessing services. Peru, is a town of approximately 815 residents, is 26 sq. miles in size and is located in Central Berkshire County. Peru has 804 parcels of property including 347 single family homes. Real and Personal property taxes amounted to \$1,345,670 for FY '22.

The Primary Assessor serves under the administrative direction of the Board of Selectmen via the Town Administrator and oversees the Town's Assessing Department operations. This position is responsible for overseeing highly complex duties that require considerable judgment in placing valuations on real and personal property. The Principal Assessor is responsible for maintaining accurate systems and reporting information in accordance with Massachusetts General Laws and applicable Town By-laws.

This position serves as the primary staff member responsible for comprehensive administrative and technical duties, office administration, and excellent customer service. The Primary Assessor is responsible for the direct oversight of employees assigned to the Town of Peru by the Contracted Company providing Assessing Services to the Town.

This position is a part-time non-benefitted position that may require attendance at Board of Selectmen meetings up to 2 times per month as needed. It would be expected that the Primary Assessor would be available for office hours on a bi-weekly basis to assist residents as the need arises. Attendance at the Annual Town Meeting in June is required.

### ESSENTIAL JOB FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for overseeing all real and personal property assessment and valuation functions. Responsible for the commitment of real estate and personal property taxes, motor vehicle and boat excise taxes, and betterment assessments to the Tax Collector.
- Responsible for managing the day-to-day administrative and technical operations of the Assessing Department, utilizing knowledge of Massachusetts General Laws pertaining to assessing practices.
- Responsible for overseeing the classification of all properties; compiles data for preparation of required forms to determine tax liability of the various classes of property.
- Conducts research and evaluates conditions and trends related to real property values and estimates of market value changes.

- Assists Board of Selectmen and Town Administrator and others in projecting future revenues in support of budgeting process.
- Oversees the preparation of and may be required to present a variety of spreadsheets reflecting Assessing Data for the Town of Peru.
- May be required to complete building permit reviews and examine a variety of deeds, maps, and building plans to obtain required information to evaluate all taxable property.
- Responsible for preparing and maintaining a variety of files and records related to assessing and appraising activities including charts, maps, abatement documents and other files and documents.
- Responds to a variety of inquiries, requests, and complaints from property owners and others related to assessment policies, procedures, tax abatements, exemptions, and related issues.
- Assists the Board of Selectmen to provide advice on matters relating to the classification process.
- Coordinates the ongoing cyclical inspection programs for real estate and personal property in accordance with Department of Revenue standards.
- Administers processing of all real estate and personal property value changes due to cyclical inspections, building permits, condo conversions and plans and subdivisions.
- Assists taxpayers and the general public with technical information related to assessing of real estate and personal property and the overall functions of the Assessing Department.
- Serves as direct liaison to the Massachusetts Department of Revenue (DOR) regarding assessing matters.
- Contacts DOR directly on legal and other issues relating to assessing.
- Independently researches abatement and exemption applications and makes recommendations to ensure timely notification of taxpayers and other Town departments, as required.
- May be required to represent the Town of Peru before the Appellate Tax Board with regard to appeals that have been filed with that Board.
- Oversees and maintains the Town's overlay account.
- Ensures that processes and reports conform to regulatory standards and deadlines as established by Massachusetts General Laws.
- Prepares the tax recapitulation sheet to determine and set the annual tax rate, prepares information for the Board of Selectmen for the annual tax classification hearing.
- Oversees the submission of all required forms to the DOR through their Gateway Program.
- Prepares the annual budget for the Assessing Department and prepares and maintains spreadsheets of office expenditures relating to the budgetary line items.
- Prepares official meeting notices, schedules official business for the public meetings, creates information packets, prepares and oversees the minutes of meetings and related correspondence, maintains and monitors the Assessors calendar to ensure compliance with legally required deadlines, and maintains related files accordingly.
- Maintains effective working relationships with other Town departments and boards, the Department of Revenue and other state and local agencies and the general public.
- Responsible for achieving and maintaining designation(s) from the Massachusetts Association of Assessing Officers (MAAO) and responsible for attending professional meetings to stay abreast of changes in the assessing field.

- May attend user group meetings for Vision and MUNIS. Performs other similar or related duties as required, or as situation dictates.

### **PREPARATION, SKILL, KNOWLEDGE & ABILITIES:**

- Education and Experience Bachelor's degree in business administration, real estate or other related field and seven years or more of progressively responsible experience in the valuation of property for tax purposes, including five years of supervisory experience, or any equivalent combination of education and experience which provides the requisite knowledge, skills and abilities for this position.
- Ability to complete Massachusetts Assessors 101 Training within 12 months of hire date.
- Knowledge, Ability and Skill Duties require comprehensive technical knowledge of assessing practices as regulated by Massachusetts General Laws, financial record keeping and automated office administration.
- Experience with specialized assessing software such as Patriot AssessPRO, and the DOR Gateway program is desired.
- Ability to obtain the Massachusetts Accredited Assessor designation (MAA).
- General knowledge of building, construction and zoning codes, surveying, mapping and deeds.
- Requires the ability to exercise the judgment, decisiveness and creativity required for problem resolution and for handling a variety of other situations that may arise.
- Ability to recognize and analyze factors which influence the values of properties.
- Ability to establish and maintain a variety of records to assemble and organize data and prepare various technical and financial reports.
- Ability to lead, monitor and supervisor a group of employees to achieve goals that contribute to the growth of the employees, the department, and the organization.
- A track record of positive field work experience, especially as pertains to commercial valuation is desired.
- May be required to perform field inspections and measure and inspect properties. Must possess a valid motor vehicle driver's license.

### **WORKING CONDITIONS, EXPECTATIONS, AND PHYSICAL DEMANDS:**

Most work is performed under typical office conditions and requires the ability maintain regular office hours during the business week, to use a computer and other standard office equipment requiring eye-hand coordination and finger dexterity.

This position is a part-time non-benefitted position that may require attendance at Board of Selectmen meetings up to 2 times a month or as needed. It would be expected that the Primary Assessor would be available for office hours on a bi-weekly basis to assist residents as the need arises. Attendance at the Annual Town Meeting in June is required.

Some work is performed in the field and requires the ability to assess property in various terrains and requires stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping,

talking, hearing/listening, seeing/observing, and may include light physical labor, including lifting objects up to 10 pounds.

The Town of Peru is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability or veteran status. Minorities are encouraged to apply.

Please send a letter of interest and resume to:

[townadmin@townofperuma.com](mailto:townadmin@townofperuma.com)

James Welch

Town Administrator

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Peru, MA 02135