



Position Title	Chief Assessor	Department	Planning, Development & Assessment
FLSA	Exempt	Reports To	Director of Planning, Development & Assessment
Pay Grade	15	Unit	Non-represented

Purpose of Position

The Chief Assessor is responsible for establishing the accurate and equitable valuation of all residential and commercial real estate and personal property in accordance with Wisconsin statutes. The work involves overseeing the department and administration of the real and personal property scheme, reporting, working supportively with city departments, staff, and elected officials. This position develops, implements, and administers the policies and procedures necessary for completion of the annual assessment roll. The Chief Assessor exercises a high degree of independent judgment and discretion in making technical decisions which involve analyzing, formulating, initializing, and reviewing the effectiveness of valuation and assessment methods and procedures, and in the hearing and adjustment of taxpayer complaints. Serves as the custodian of assessment records, supervises the maintenance of assessment files and records and ensures compliance with Wisconsin open records laws. It is the responsibility of the Chief Assessor to determine whether a property qualifies for an exemption from property taxation. The Assessor reports directly to the Director of Planning, Development and Assessment, attends meetings of the Board of Review, and attends City Council meetings as needed.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Plans, directs, and supervises staff and all functions of the assessor office. Establishes work priorities, activities, and schedules of the office.
- Management of the assessment office including hiring, training, certification, continuing education, performance management and disciplinary actions.
- Serves as the custodian of assessment records, supervises the maintenance of assessment files and records and ensures compliance with Wisconsin open records laws.
- Ensures compliance with applicable State Statutes, the Wisconsin Property Assessment Manual and any other rules or regulations promulgated by the Wisconsin Department of Revenue, City Ordinance, and generally accepted task specific business practices. Plans, directs, and supervises the establishment of office business practices in compliance with the same.
- Prepares and implements goals, objectives, and policies for the assessor's office and for the future operations of the assessor office.
- Annually plans, supervises, establishes, and defends ad valorem estimates of values for locally assessed real estate and personal property for the Board of Review.
- Attends, testifies, and defends appeals to the Wisconsin Department of Revenue and to circuit court if needed.
- Obtains, manages, and supports any contracts for assessment services.

- Plans, directs, and supervises monitoring of the Wisconsin Department of Revenue assessment of Manufacturing Class parcels including but not limited to review of the Notification, Full Value, and Equated Manufacturing roll and providing support thereof through the sharing of local building permit, split/merge, and other required information.
- Supervises the maintenance of assessed values annually including valuing building permit work, reviewing sales and annexed properties, personal property, etc.
- Supervises tax listing duties including maintaining property ownership, legal description, lot sizes, land splits and combinations, etc.
- Plans, implements, and supervise in-house citywide revaluations to maintain market value.
- Reviews statistical sales data and confers with the Wisconsin Department of Revenue to annually establish the aggregate equalization factor for all local property.
- Determine tax exemption status based on a strict interpretation of Chapter 70 Wisconsin Statutes.
- Updates Computer Assisted Mass Appraisal (CAMA) cost tables and develops and oversees market models through multiple regression techniques and other statistical analysis procedures.
- Annually prepares, edits, and publishes real and personal property assessment rolls, notices, and reports as required by the Wisconsin Department of Revenue.
- Make recommendations and actively participate in mediation and litigation with the city attorney in unlawful and excessive tax claims.
- Develops the annual office budgets, implements budget programs, and monitors expenses throughout the year.
- Prepares and share opinions of estimated value to other City departments as requested.
- Reviews and comments on appraisals prepared by fee appraisers under contract with the city for various land acquisition needs. Confers with state, county, and other city departments on matters of zoning, building ordinances, easements, engineering requirements, and any other conditions that may affect the market value of property.
- Maintains good public relations program, keeping property owners, civic associations, business owners and tax reps informed of the assessment process and appeal procedures. Responding to inquiries and concerns regarding property assessments and following up with the appropriate action, answers, or suggestions.
- Keeps members of the Common Council, the Mayor, and other department heads informed of property value trends and any legislation that might affect the property tax system. Attends city council meetings and other meetings as required.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Assist other departments with property valuation matters re: TID developments, property acquisition/disposal, city leases, insurance replacement, etc.
- Educate and advise the Common Council on assessment related matters.
- Establishes and collaborates with other city departments to improve efficiency and effectiveness of city services.

- Attendance at evening meetings as necessary.
- Performs all related functions as assigned.

Minimum Training & Experience Requirements

- Bachelor's degree in business administration, Economics, Public Finance, Statistics, Property Assessing preferred.
- Associate degree in Property Appraisal and Assessment or related field; a minimum of eight years' experience in progressively responsible real property appraisal, including technical proficiency in appraisal of complex income-producing properties, supervisory experience, and public sector large-scale mass appraisal required.
- Prior municipal assessing experience preferred.
- Certification by the Wisconsin Department of Revenue at the levels of both Assessor 2 and Assessor 3 (Wisc. DOR requirement) is required at time of hire. Must maintain appropriate number of continuing education credits.
- Attendance at annual conference of Department of Revenue is required.
- Attendance at League of Municipalities Municipal Assessors Institute, NRAAO, IAAO conferences are recommended to attend.
- Professional appraiser or assessor's designation is desirable.
- Must possess valid Wisconsin driver's license, good driving record and provide your own vehicle for use on the job.
- Thorough knowledge of modern valuation and assessment principles, practices and techniques, and Wisconsin property tax laws and regulations. Also, knowledge of local property values and trends, building costs, and sources of comparative information. Knowledge of principles and techniques in training and supervising personnel.
- A good working knowledge of computer operations and procedures is required. A familiarity with computer-assisted mass appraisal (CAMA) systems, statistical software packages, and word processing programs is preferred.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to communicate effectively with members of the Common Council, the mayor, other department heads, taxpayers, property owners, attorneys, tax representatives, appraisers, realtors, county officials, the Department of Revenue, and various taxpayer groups. Must be able to express ideas and explain information clearly, accurately, and professionally in writing.
- Ability to interpret a variety of financial reports, income and expense statements, property transfer documents, mortgages, leases, deeds, blueprints, and building plans. Ability to make firm decisions involving a wide range of types of properties, and the skills to support these decisions with valid and reliable information.

Mathematical Ability

- Must possess strong mathematical aptitude, including ability to interpret statistical data, charts, and graphs. Required areas of understanding include multiple regression analysis, measures of dispersion, capitalization techniques, and the ability to collect data for the development of valuation models.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to determine client eligibility for program(s) and qualify and recertify applicants and participants for participation in the housing assistance program(s).
- Ability to establish and maintain effective working relationships with management, sub-recipients, Property Owners, other City employees, and the general public.

Physical Ability

- Ability to operate a variety of office equipment including computer terminal, typewriter, telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, climbing, lifting, carrying, pushing and pulling.
- Ability to sustain prolonged visual concentration.
- Meets scheduling and attendance requirements.

Environmental Adaptability

- While performing the duties of this job, may be exposed to outside weather conditions; often walks over uneven terrain; occasionally encounters dusty or damp building interiors. The noise level in the work environment is typically moderate; however, there may be some exposure to construction noise at inspection sites.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.