



Human Resources

144 N. Binklev Street. Soldotna. Alaska 99669 • (907) 714-2130 • (907) 714-2396

NOTICE OF RECRUITMENT

- POSITION OPEN:** Borough Assessor
(*Position description attached*)
- SALARY:** Administrative, Level 6
\$85,843.00 - \$104,846.00
- POSTING DATE:** August 23, 2018
- CLOSING DATE:** September 14, 2018
- REQUIRED ATTACHMENTS:** Resume
Cover letter
- TO APPLY:** Applications can be submitted online at:
www.kpb.us/jobs

Position Description: Borough Assessor

Service Type: Administrative – Level 6

Definition: Under the general direction and supervision of the borough Mayor and/or his designee, the **Borough Assessor** is responsible for operation, management and administration of the Assessment Department as set forth in KPB 2.24, Assessment Department. The assessing department is responsible for identifying, valuing and maintaining accurate records of all taxable real and personal property within the boundaries of the Kenai Peninsula Borough, a second class borough, and maintains a comprehensive database of all taxable property within our borough's boundaries.

Minimum Qualifications: A bachelor's degree in a closely related field and six years of progressively more responsible experience as an assessor or deputy/assistant assessor or five years of progressively responsible real estate appraisal work including management duties. Work experience must include use of the principles, methods and techniques of real property appraisal. Must possess a basic knowledge of laws, rules and regulations governing real property appraisal. Candidate will have a demonstrated ability to exercise authority and instill confidence in managing programs subject to high scrutiny. Must demonstrate confidence and experience in public speaking. Advanced education may be substituted for up to one half of the experience requirement on a year-for-year basis; and experience may be substituted for educational requirements on a two-for-one basis (two years of additional relevant experience equates to one year of college requirement). Availability of a personal vehicle and a valid, unrestricted Alaska driver's license to perform job functions is required for this position.

Preferred Knowledge, Skills and Certifications: Possession of a professional certification with the International Association of Assessing Officers (CAE or RES), the Appraisal Institute (SRPA or SREA), or Alaska Certified Assessor/Appraiser (ACAA) designation is strongly preferred.

Essential Functions:

1. Manages and evaluates activities of property appraisers and support personnel engaged in evaluating, reporting and verifying of data and records; ensures statutory deadlines are met in producing assessment rolls.
2. Assures the development of office procedures and records systems designed to produce and maintain assessment and tax rolls, tax notices and records appropriate to the mission of the department and the borough.
3. Evaluates existing methods of technical and procedural operations, implements necessary improvements; develops and initiates long and short-term appraisal programs.
4. Assumes the responsibility for the technical accuracy and internal efficiency of the department's work product.
5. Certifies the assessment roll; supervises the investigation and resolution of assessment complaints; reviews appraisal cases; defends appraisals and coordinates presentations before the Board of Equalization or in court as needed. Prepares and delivers testimony.

6. Assists in tax code changes, annexations and incorporations.
7. Maintains working relationships and communication with other departments whose work relates to the assessor's office.
8. Interprets assessment policies and valuations to the public.
9. Develops procedures for appraisal process. Organizes and directs appraisal of borough property.
10. Directs and supervises subordinate staff; conducts performance appraisals and assigns and monitors work activities.
11. Formulates and analyzes statistical data on real estate and economic conditions. Submits reports as requested to Mayor and Assembly.
12. Negotiates settlements with property owners over disputed appraisals.
13. Develops and recommends departmental budget. Administers approved budget.
14. Drafts new and modified property tax ordinances for approval by the Mayor and Assembly.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.