



ASSESSOR – Director of Assessing Department

The Kodiak Island Borough is accepting applications for the regular, full-time position of Assessor of the Assessing Department. The Assessor serves as the Director of the Assessing Department and is an executive position with the Kodiak Island Borough, under the direction of the Borough Manager.

KODIAK

Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, Kodiak is the second largest island in the United States. The Kodiak Island Archipelago is home to about 13,000 people, who celebrate their multicultural community. Despite the island's isolation, residents enjoy a cosmopolitan lifestyle. Activities include the best in outdoor sports and recreational opportunities with access to secluded beaches; extensive wilderness trails; and easy mountain hikes. Downtown offers retail and coffee shops; restaurants and museums; and one of Kodiak's two scenic boat harbors. Commercial fishing; seafood processing; logging; recreational hunting and fishing; tourism and government make up the economy of Kodiak. The island boasts the nation's largest Coast Guard base; a commercial rocket launch facility; one of the largest Travelifts in the world; and six newly installed wind turbines on Pillar Mountain, overlooking beautiful Kodiak City.

The Kodiak Island Borough was incorporated on September 24, 1963 and is a second-class Borough with a manager form of government. The Borough has six departments and 44 full-time employees. Under the direction and leadership of the Borough Manager, the departments of the Kodiak Island Borough administer quality, cost-effective services to the citizens of Kodiak. Municipal powers include area-wide education; taxation; planning; health; non-area-wide parks and recreation; solid waste; economic development; building inspections; service areas; and fire and emergency services.

POSITION OVERVIEW

The Assessing Department is responsible for identifying, valuing and maintaining accurate records of all taxable real and personal property within the boundaries of the Kodiak Island Borough; and maintains a comprehensive database of all taxable property within the Borough. The department is also responsible for administering property tax exemption programs as authorized by Alaska State statutes and Kodiak Island Borough code.

The Assessor manages a department of four employees and an average annual budget of \$700,000. The position is also responsible for compiling, analyzing and modeling property market data; reviewing and defending assessments; preparing statistical analysis and determining validity of assessment methods; and providing advanced appraisal assessments of complex properties.

This position also provides technical advice and recommendations to the Manager, Assembly, Borough Committees, and advisory boards.

QUALIFICATIONS

Bachelor's Degree in a related field and seven years progressively responsible management experience directly related to the area assigned; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Preferred certification: Alaska Assessor Appraiser Certification.

The successful candidate will possess knowledge of principles and practices of applicable Federal, state and local laws, codes, regulations and/or ordinances; management and leadership principles;

public administration and governmental operations; advanced theories and principles of assigned area; budget administration principles; financial management principles; contract administration; planning, managing and implementing capital project development; strategy development principles and procedures; program development principles and techniques; negotiation techniques; and public relations principles.

SALARY

Salary Range: \$91,419 - \$136,806 annually, DOQ.

Excellent benefits package.

APPLICATION PROCESS

Complete job description and Borough application (required) may be obtained through Kodiak Job Center, 211 Mission Road, Suite 103, Kodiak, Alaska 99615, (907) 486-3105, or from the Borough website at www.kodiakak.us. Position is open until filled.

THE KODIAK ISLAND BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER