

## **ASSESSMENT SERVICES SUPERVISOR**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible supervisory, administrative and technical support work in planning and directing the maintenance and processing of Assessment Division files, the assessment roll, and related maps and records; in coordinating the City Assessor's Office administrative functions. Under the general supervision of the City Assessor, work is performed with a high degree of independence within established programmatic parameters.

#### Examples of Duties and Responsibilities:

Plan and direct the administrative, technical and clerical functions of the City Assessor's Office. Hire, train, supervise and evaluate subordinate staff.

Plan and direct the preparation, processing and maintenance of manual and automated files to insure that the assessment roll, indexes and reports are complete and accurate. Plan and direct the maintenance and processing of assessment records, maps, deeds, plats, lot splits, combinations, etc. to ensure that maps and legal description files are up-to-date and accurate.

Coordinate and direct customer service functions of the Assessment Division. Oversee clerical and technical staff in responding to inquiries, e.g., related to valuation and tax processes, details about properties, legal descriptions and special record requests, property inspection schedules, board of review hearings, etc.

Oversee and coordinate the administrative functions of the City Assessor's Office including monitoring the capital and operating budgets. Provide coordination and support in the areas of: personnel, labor relations, purchasing, and payroll. Oversee and coordinate data processing activities for the department. Coordinate and/or participate in the development of data processing programs and systems. Supervise and control data input/output and system utilization and integrity.

Provide centralized administrative support. As a member of the departmental management team, assist in planning, organizing and controlling the operations of the department. Develop and recommend standards and controls to measure the degree of operational effectiveness; review various functions on an ongoing basis to verify effectiveness and economy.

Organize and coordinate clerical support for the Board of Assessors and Board of Review in accordance with Wisconsin State Statutes, governing policies and operating procedures.

Prepare various statutory financial reports such as Assessor's Final Report and Statement of Assessment for each Tax Incremental Finance District and for the City of Madison. Develop various statistical reports and special studies; prepare various written administrative reports.

Perform related work as required.

**QUALIFICATIONS**

**Knowledges, Skills and Abilities:**

Thorough knowledge of applicable governmental assessment activities. Thorough knowledge of assessment procedures and practices. Working knowledge of relevant data processing systems and their development and maintenance. Thorough knowledge of applicable principles of administration and management including supervisory practices, and budget development and control. Ability to plan and prioritize the work of subordinates and to hire, train, assist, supervise, evaluate, discipline, and counsel a large clerical and technical/paraprofessional staff. Ability to analyze administrative and operational problems and recommend and/or undertake practice solutions. Ability to collect, review and interpret data and to prepare statistical and narrative reports. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

**Training and Experience:**

Four years of responsible administrative experience in a comparable assessment program which included supervisory, data processing system development and maintenance, and budget development and control responsibilities. Such experience will normally be gained after graduation from an accredited college or university with a degree in Public or Business Administration or a related field. Other combinations of training and/or experience, which can be demonstrated, to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

**Necessary Special Qualifications:**

Certification by the State of Wisconsin as an Assessment Technician.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Office of the City Assessor	18	08

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date