



**JOB OPPORTUNITY - RFP #011805**

**ASSESSOR, MAAO(3)**

The City of Mount Clemens, located in Macomb County, Michigan, is seeking qualified applicants for the Assessor position, who is a certified Michigan Advanced Assessing Officer MAAO(3). Mount Clemens has a population of about 16,311, with 7,197 real and personal parcels, including Special Acts of DDA, IFT, OPRA, PA 328, Ren Zone, NEZ, and PILOT properties, with an approximated SEV of \$364,600,000.

Assessor is responsible for assessment of all real and personal properties located in the City, maintenance of all required documentation, reports, records, assessment rolls, and tax warrants, ensuring compliance with local and state statutes.

**DUTIES AND RESPONSIBILITIES:**

Listed below is an overview, not all inclusive, list of duties and responsibilities, other duties may be assigned.

- Reporting directly to the Finance Director/Treasurer, this position supervises and participates in the preparation of the property assessment roll; serves as Secretary of Board of Review; adjusts the tax roll as directed by the Board; participates in the Board of Review sessions, compiles results, prepares letters and reports associated with the process
- Represents the City in defending assessments appealed to the Michigan Tax Tribunal and State Tax Commission; prepares and submits required reports to the County Equalization Department, State Tax Commission and City Administration
- Serves as liaison between the City and prospective business and industry investors; acts as a resource for residents responding to inquiries, and interpreting applicable State law
- Plans, administers, and provides overall supervision of property appraisal programs for assessments purposes.
- Oversees maintenance of departmental files, maintains BS&A assessment software, physical data, and performs assessment ratio studies to determine true market values; enters data into computer system; updates personal property records and sends assessment notices annually notifying property owners of assessment values
- Attends City Commission meeting and present written and/or oral briefings, when requested

**QUALIFICATIONS:**

- Must possess and maintain certification of Michigan Advanced Assessing Officer MAAO(3)
- A minimum of five years assessment administration experience, preferred, with both real and personal property
- Bachelor's degree or equivalent combination of education and experience preferred
- Working knowledge of special act rolls, including NEZ, RZ, OPRA, TIF, DDA, IFT and personal property
- Applicants must be proficient with BS&A assessment software, APEX, and Microsoft Office, Excel and Word
- Excellent communication skills, verbal and written, are required
- Must possess and maintain a valid Michigan Driver's License, with a good driving record

**SUBMISSION OF PROPOSALS:**

Please submit 4 copies of a proposal including a resume or background for contractor, cover letter indicating how you have stayed current in the industry, salary history and requirements, three (3) professional references, copy of Assessor's certification(s) and a plan for providing the service. The service plan should include expected time in Mount Clemens (office), access while not in Mount Clemens, and the type of candidate; contractor or employee with or without benefits.

Candidates meeting minimum requirements and seeking independent contractor status must agree to provide necessary insurance and hold the City harmless in event of contractor negligence. A 3-year agreement will be considered, with option for two additional 1-year extensions upon mutual agreement. Agreements are subject to City Commission approval, and agreement may be terminated by either party upon 30 days written notification.

Candidates meeting minimum requirements and seeking employee status, will be asked to complete an Application for Employment.

For questions, contact Linda Kunath, Finance Director/Treasurer at 586-469-6838 or visit the City of Mount Clemens website at [www.cityofmountclemens.com](http://www.cityofmountclemens.com).

Sealed proposals, hand delivered or mailed, will be accepted by the City of Mount Clemens Purchasing Department, One Crocker Boulevard, Mount Clemens, MI 48043, until **9:00 am on Thursday, January 18, 2018**. Label envelope as follows:

CITY OF MOUNT CLEMENS  
REQUEST FOR PROPOSAL #011805  
ASSESSOR MAAO(3)

**DUE: JANUARY 18, 2018**