

**Minneapolis City Assessor
Position Description
January 2005**

I. Position Summary

The City Assessor provides vision and operational leadership to the Assessor's office. Working with the management team, the City Assessor develops long-range plans aimed at realizing the City's vision as outlined in the City's Goals, departmental Business Plan and legislated mandates.

The City Assessor communicates information on individual and aggregate valuations, and information on assessment policies, procedures, and laws to citizens, taxpayers, and other public officials.

II. Position Responsibilities

Responsible for managing the department by establishing vision and strategic objectives and by providing daily leadership to the assessment staff. Establish appraisal quality standards through defining the appraising and assessing techniques used.

Establishes quality and quantity standards for appraisal and assessing techniques. Communicates and incorporates established standards in to assessment process.

Manage \$3.1 million dollars in budget expenditures.

Serves as a liaison between large-property owners and staff.

Provides elected officials, the City Finance department, City policy makers and citizens with information about assessment, valuation, and taxation issues.

Works with City legislators and lobbyists on legislative issues.

Work with the Minnesota State Department of Revenue and other local government agencies on behalf of the City's assessment practices.

Manage appeals and assessment reviews to minimize litigation time and costs while also optimizing valuations for tax revenue.

Maintain mutually supportive networks with appraisal and assessment groups and members to participate in addressing mutual challenges and to benefit from innovations relating to the assessment of property.

Verbally present complex information at public hearings, Council Committee meetings and to large organizations, explaining City decisions or positions regarding assessments and valuation.

III. Knowledge, Skills and Abilities

Must have a solid understanding of local government functions and practices including applicable local and state laws relating to the assessment and valuation of property.

Ability to develop and maintain effective working relationships with elected officials, City personnel, other agencies and the general public.

Demonstrated ability to communicate tactfully and effectively, both orally and in writing. Ability to present information in a clear and concise manner to large groups.

Ability to evaluate program effectiveness, initiate change when necessary, and influence others to adopt new methods of operations.

Demonstrate excellent organizational and problem solving skills. Ability to manage multiple, high-level projects.

Ability to work independently, determine priorities and make appropriate decisions.

IV. Position Qualifications

Bachelor's Degree in Business or Public Administration or Real Estate Appraisal preferred. Masters degree is desirable.

Six years of progressive municipal work experience, including appraisal work for assessment purposes and supervision of staff.

Senior Accredited Minnesota Assessor designation granted by the Minnesota State Board of Assessors is required for this position; or the minimum acceptable designation granted by the Commissioner of Revenue for a first time applicant for County Assessor in the State of Minnesota.

V. Salary and Benefits

Starting salary \$86,999 (Entire salary range \$86,999 - \$96,156) and City of Minneapolis Appointed Employee benefits package.

VI. Selection process

Please send resume and cover letter to Sarah Kriewall, City of Minneapolis Human Resource department, 250 South 4th Street Suite 100, Minneapolis MN 55415 or e-mail to sarah.kriewall@ci.minneapolis.mn.us. Resumes will be accepted through February 18, 2005.

