



Warren C. Evans
County Executive

DIVISION DIRECTOR OF ASSESSMENT AND EQUALIZATION - MANAGEMENT AND BUDGET

GENERAL SUMMARY:

The Division Director of Assessment and Equalization acts as the Chief property tax assessing officer for the County, as prescribed by Charter. ***This position has a 6-year term.*** This position directs all State mandated processes of equalization, directs all assessment of property for local municipalities, and represents Wayne County in property tax matters before the Michigan State Tax Commission and Michigan Tax Tribunal. This role leads and supports the services, contracts, funding and projects associated with A&E, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Directs staff and engages in the process of property tax assessment; including discovery of taxable property, property classification, property valuation, and property taxation
- Directs staff and engages in the process of Apportionment; including the collection of tax rate requests from tax authorities in Wayne County, review of tax rate requests for legality and accuracy of computations, and compilation of tax rate requests for annual Apportionment Report to the Wayne County Commission and State Department of Treasury
- Directs staff and engages in the process of property tax Equalization; measures relative level of assessment for each municipality by property classification, communicates assessment level ratios and preliminary valuation factors to local municipalities and State Tax Commission, measures local municipality performance
- Prepares the annual Equalization Report to the Wayne County Commission and State Tax Commission
- Oversees of the Division of Assessment & Equalization

- Develops proper internal systems and internal controls for administration of all A&E related functions including quality assurance, quality control, mandated local, County, and State reports, and all other internal systems and control functions
- May represent local municipalities and Wayne County in major property tax appeal matters such as the Michigan Tax Tribunal, State Tax Commission, courts, etc...
- Meets with State, County and regional officials to develop tax/revenue policy affecting local and County revenues. Appears for testimony before State government, ad hoc committees with SEMCOG and other organizations
- Directs activities of the Land Records section of A&E (work with local units of government regarding processing of requests for divisions and combinations of land parcels, mapping, Geographic Information Systems development, data exchanges with other governments including U.S. Census Bureau, US EPA, Michigan DEQ, etc.)
- Assists other Wayne County departments in the performance of their duties, providing information and data on real and personal property, including property characteristics and owner related data
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of assessment practices
- Knowledge of appraisal and assessment of real estate and personal property
- Knowledge of laws related to assessment and taxation of property
- Knowledge of the tax appeal process
- Ability to analyze assessment, equalization and taxation reports.
- Ability to establish effective relationships with constituents at all levels of the County organization
- Computer skills for basic office services
- Interpersonal skills

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Six years of experience in assessment administration, including experience as an Assessor and experience in equalization.

Training: Bachelor's degree or an equivalent amount of specific college level course-work attained through colleges, universities, and/or professional associations such as the Appraisal Institute, International Association of Assessing Officers, and American Society of Appraisers.

License: Michigan Master Assessing Officer (MMAO, formerly known as Level IV Assessing Officer)

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.