TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

ASSESSOR

The Town of Putnam is seeking applicants for the position of full-time Assessor in the Assessor's Office.

Position Summary:
The Town of Putnam is seeking a Certified Connecticut Municipal Assessor (CCMA) I or CCMA II. This position will report to the Town Administrator and will coordinate with the Mayor and various Town Committees including the Board of Assessment Appeals. This position performs a variety of professional, technical, supervisory, and administrative work in performing assessment duties imposed by State and local law. Responsible for assessment of real, personal, and motor vehicle property for the preparation of the annual Grand List. Essential functions include but are not limited to:

- Plans, supervises, and evaluates assessment activities.
- Exercises all authority provided to, and meets all responsibilities imposed upon, municipal Assessors by local and State law.
- Develops policies and procedures for the operation of assessment activities as necessary to ensure efficiency or implements directives of the Town Administrator and Mayor.
- Coordinates and ensures the discovery, listing and valuation of all real, personal, and motor vehicle property within the Town in a uniform and equitable manner in accordance and compliance with local and State laws and regulations; applies exemptions as permitted by State law; conducts regular necessary inspections of properties and adjusts, as needed, to reflect improvements and/or other changes.
- Develops and maintains systems, records and documents that provide for the proper evaluation, control and documentation of assessment activities and operations.
- Develops and maintains current inventory of all property, including changes in ownership, new construction, alterations/improvements, subdivisions and property splits in related computer programs and property maps.
- Researches and responds to government official, taxpayer and public inquiries and complaint; overseeing and/or processing any needed changes related to findings.
- Directs and coordinates the provision of information with respect to assessment appeals; assists the Town in proceedings related to protested assessments.
- Calculates the annual Grand List.
- Coordinates bidding and contracting for vendors of Town-wide revaluation services, supervises revaluation company.
- Prepares and presents a proposed annual budget for the Office of the Assessor; directs the implementation of the adopted budget.
- Coordinates and implements the selection, training, assignment, evaluation, and discipline of the Assistant Assessor; administers personnel rules and regulations and collective bargaining agreements for the department.

- Prepares, submits, and presents narrative and statistical reports as required by local or State law or requested by Town Administrator/Board of Selectman; attends meetings of the Board of Assessment Appeals.
- Maintains positive working relationships with government officials, community groups, taxpayers, and the public regarding assessment activities; promptly and cordially responds to inquiries and requests for information.
- Attends training, seminars, and conferences, and participates in professional assessment activities (Assessors' Associations), to become and remain current on developments in relevant fields.

Required Qualifications:
Graduation from an accredited college or university with an Associate's degree in Real Estate, Finance, or a related field; and 5 years of experience in a municipal assessor's office, including a minimum of 2 years supervisory experience. Suitable experience may be substituted for education attainment if deemed appropriate by the Town Administrator or his/her designee. This position requires the individual to be certified at minimum as a Certified Connecticut Municipal Assessor (CCMA) I.

Compensation:
This full-time position is a salaried position, based on a typical 35-hour work week schedule. The expected salary range is between $85,000 - $95,000 per year, with negotiation depending on certification and experience. There is health, dental, pension and other benefits with this position. Vacation, personal leave, and sick leave accruals are applicable.

Work Environment and Physical Demands:
This job operates in a professional office environment with occasional related field work. This role routinely involves standard office equipment such as computers, phones, photocopiers, filing cabinets, etc. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Other Duties:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time with or without notice.

EEOC Statement:
It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

Resumes and cover letters can be sent to Mariah Clifford at mariah.clifford@putnamct.us Position will remain open until filled.