

County of Berks

POSITION DESCRIPTION FORM

Position Title: Chief Assessor

Department: Assessment

Reports To: N/A

Wage Category: Exempt

Non-Exempt

EEO-1 Category: Officials/Administrator

Union Classification: N/A

POSITION SUMMARY:

This position is responsible for the overall direction and management of the Berks County Assessment Office, including but not limited to the planning, scheduling, budgeting, and maintenance of positive relations with both the public and other County Departments to achieve the mission of the Assessment functions. The Chief Assessor works on behalf of the Board of Assessment, under the Board of Commissioners.

POSITION RESPONSIBILITIES:

Essential Functions:

1. Develop and train Assessors and support staff on all Assessment policies, procedures and operating requirements.
2. Prepare and submit to the Board of Assessment for its approval regulations in accordance with the Consolidated County Assessment Law.
3. Prepare and maintain a permanent record system and other maps, plans, surveys, and records, as may be deemed necessary to secure a proper and equitable assessment roll.
4. Train, Supervise, and direct the activities of the Field Assessors and support personnel subject to the regulations prescribed by the Board of Assessment.
5. Perform all duties imposed on the Chief Assessor by the Consolidated County Assessment Law.
6. Support and interface with the Board of Assessment.
7. Maintain a high level of customer support with assessment question/concerns and resolve all assessment-related problems.

8. Ability to recognize opportunities to streamline the office and field operations

Non-Essential Functions: None

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Real Estate, Business Administration or Public Administration preferred.
2. A valid PA State Certification (CPE) designation.
3. Previous experience assessing/valuing all types of real estate.
4. Minimum of three years of experience managing an Assessment office and field assessors.
5. Any equivalent combination of experience and training which provides the required knowledge, skills and management abilities.
6. A valid Pennsylvania driver's license.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of Pennsylvania's Assessment laws.
2. Knowledge of Computer Assisted Mass Appraising (CAMA) Systems.
3. Working knowledge of GIS and the relationship to tax parcel mapping procedures/needs.
4. Ability to read and understand tax maps, blue prints, wills, deeds, subdivision plans and other real estate related documents.
5. Ability to interpret and apply applicable Assessment regulations and laws.
6. Ability to analyze and interpret complex data.
7. Ability to communicate effectively and professionally both orally and in writing.
8. Ability to facilitate meetings and group discussion.
9. Ability to motivate, train and evaluate staff.
10. Ability to develop departmental work plans and budget.

11. Ability to develop and maintain effective working relationships.
12. Ability to organize and direct subordinate staff in the completion of daily activities and complex projects.
13. Skill in the operation of various computer programs and automated processes.

PHYSICAL DEMANDS:

Position requires inspecting and measuring newly constructed buildings in the field, climbing stairs, and working on non-level lands obtaining measurements.

WORKING ENVIRONMENT:

Works within the office and outside, with exposure to the elements.

This position description serves as a guideline for communicating the essential function and other information about the position to the applicant/employee. It is not intended to create a binding employment contract, nor cover every detail of the position and may be changed where appropriate.