

**INGHAM COUNTY
JOB DESCRIPTION**

DIRECTOR - EQUALIZATION

General Summary

Develops and carries out policies for conducting surveys of assessments and assists the Board of Commissioners in the Equalization of assessments as required by State statute and regulation. Other responsibilities include supervision of Tax Services and Tax Mapping. Person in this position will report to County Controller with respect to administrative matters.

Essential Functions

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Develops and implements the necessary procedures in order to assure the orderly and equitable survey of assessments to determine the true cash or market value of real estate and personal property.
2. Manages the department staff which is engaged in obtaining the necessary data for use in the equalization process.
3. Supervises the executing of appraisal contracts between the County and independent appraisal firms and gives final approval to the figures which are used in the equalization process.
4. Prepares appraisal guidelines to supplement and aid staff in the performance of assignments.
5. Directs the computations and calculations which result in the millage reduction fraction for each taxing jurisdiction in the County (county, township, school district, village, etc.)
6. Confers with and coordinates activities with local assessors, County officials and other governmental unit representatives as required.
7. Keeps abreast of Michigan Tax Tribunal cases, recent court rulings, industrial and commercial facilities exemptions, and other matters relating to property tax administration.
8. Appears at meetings with the general public dealing with taxation.
9. Evaluates applicants for positions within the division and makes final selection of new employees.
10. Responsible for the computerized taxation system for Ingham County.
11. Coordinates description change procedures with all Supervisors or Assessors participating.
12. Coordinates mapping program; maintains maps at current levels.
13. Confers with County, Townships, State and Federal units to continually improve the County mapping program.

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14. Assists County Officials in the valuation of real property under consideration of purchase or sale by the County.
15. Furnishes assistance to local assessing officers in the performance of duties imposed upon those officers by the General Property Tax Act, including the development and maintenance of accurate property descriptions, the discovery, listing, and valuation of properties for tax purposes, and the development and use of uniform valuation standards and techniques for the assessment of property.
16. Represents the County before the State Tax Commission.
17. Serves as the Chairperson of the Ingham County Remonumentation Committee.
18. Keeps informed of the real estate market, proposed legislation, and economic conditions affecting the County and real property values within the County.
19. Responsible for the valuation of property throughout the County destroyed in whole or part by acts of nature (damage assessment).
20. Performs related duties as required.

Other Functions

21. None listed.

Employment Qualifications

Education: Bachelor's degree.

Experience: Seven (7) years of related experience.

Other Requirements:

Must have a Level IV certification.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:
Works in office conditions.

October, 1999

