



CITY OF BRIDGEPORT, CONNECTICUT

City of Bridgeport, CT is now accepting submissions for the position of

TAX ASSESSOR

Salary: \$116,680.00 - \$129,000.00 per year. Salary for this position is established per Bridgeport Municipal Ordinance 2.36.010, salary of selected candidate will be negotiable depending on qualifications & experience.

This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

Please be informed, the selected candidate will be hired on a full-time provisional basis. In accordance with Section 214 of the Charter of the City of Bridgeport, provisional hires are and will be subject to Civil Service examination; when an examination is given for this position at some future date. Provisional employees will be required to test and rank/score sufficient enough to maintain employment. This position shall be filled on a permanent basis pursuant to and consistent with Chapter 14, Section 4 of the Charter of the City of Bridgeport.

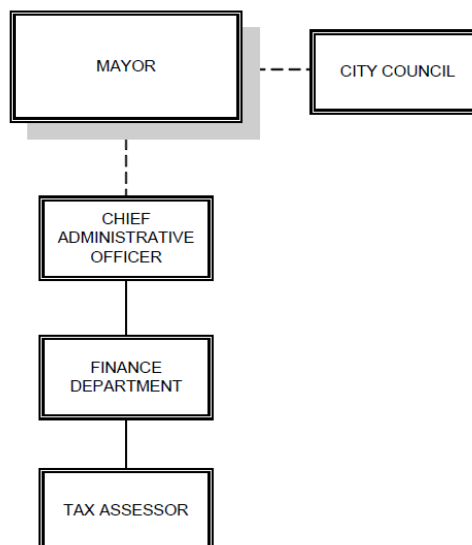
To Apply: Please mail, deliver or email a cover letter, resume, and required certification(s) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is September 15, 2019. (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

Tax Assessment Division



Supervision Received: Ranges from Daily to minimal; supervision provided on an as-needed basis.

Supervision Exercised: Supervision of all Tax Assessment Department staff.

Essential Duties and Responsibilities:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

This position is responsible for planning, directing, and supervising the city Tax Assessors Division within the Department of Finance and all matters relating to real and personal property assessment for taxation purposes in accordance with local and state law.

Included in this work is preparation of the annual Grand List and all real and personal property assessments, sales and valuation indicators, motor vehicles and personal properties. The position is responsible for directing and supervising the property revaluation processes, slated for October 1, 2020. The position also is liaison to a Board of Assessment Appeals and may deal with taxpayer inquiries; and serve as an expert witness for the city in litigation, implement all state and city tax relief programs, and prepare division budgets and supervise a department staff of professional appraisers and general tax clerks.

This position is appointed by the Mayor, and reports under the general administrative direction of the City Director of Finance

Minimum Educational and Experience Requirements:

Four (4) year college degree preferred, with some specialization in business, finance, or related fields. Four (4) years of experience as either an Assessor and/or Deputy Assessor preferred. Seven (7) years of experience in professional assessing or appraising of commercial, industrial, residential and personal property of which four (4) years should be at a supervisory level in a municipality.

Any equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities:

- Familiarity with Computer Assisted Mass Appraisal (CAMA) terminology.
- Broad knowledge of basic business/management theories.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the City.
- Good computer skills and knowledge of Word and Excel are essential.
- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records.
- Ability to effectively communicate orally and in writing to management, co-workers, customers and the public.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

Special Requirements/Certifications:

- A valid State of Connecticut Municipal Assessor Certification required; CCMA II highly preferred.
- State of Connecticut motor vehicle operator's license.

Physical Demands:

The conditions below 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 job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance demands, telephone and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604