

## TOWN OF BELMONT

JOB TITLE: Assistant Town Administrator (Assessing Administrator)

DEPARTMENT: Administration

STATUS: Full-Time, Non-Exempt

LABOR GRADE: 14

**JOB SUMMARY:** The Assistant Town Administrator acts on behalf of the Town Administrator during temporary absence; performs responsible administrative, technical and professional work including property appraisal and accounting functions, and serves as a key member of the management team. Work is performed with considerable independence under the general administrative direction of the Town Administrator, and policy direction under the Board of Selectmen.

### ESSENTIAL FUNCTIONS:

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Maintains assessing records in accordance with state laws and regulations and the policies and practices of the Assessing Office.

Assists in the creation of and maintains manual and electronic property and tax records.

Receives, logs, tracks and submits timber tax forms.

Receives, logs, tracks and submits excavation tax forms.

Prepares invoices for timber and gravel tax.

Receives, logs, tracks and submits inquiries from the BTLA, DRA and other agencies.

Assists taxpayers with filing exemption and abatement forms.

Responds to inquiries from the public and private organizations regarding assessing practices and property assessments.

Promotes and maintains working relationships between taxpayers, the public, Town departments and the Assessing Office.

Processes payroll, including inputting hours printing and distributing checks.

Maintains the Town's Personnel Records.

Inputs invoices for payment.

Prepares accounts payable checks, distributes checks and files invoices.

Assists in maintenance of Town's Personnel Files

Assists with preparation of the budget and Town Report.

Maintains asset database.

Performs duties on behalf of the Town Administrator during his/her absence.

Performs other related duties as assigned.

Knowledge, Ability and Skill:

*Knowledge:* Knowledge of the principles and techniques of assessing; knowledge of municipal and state laws, rules and regulations that apply to municipal government; knowledge of general principles of public administration including budgeting, purchasing, management and reporting.

*Ability:* Ability to gather, assemble and analyze facts, draw conclusions, and devise techniques suitable for management. Ability to prepare and deliver oral and written reports and the ability to supervise others. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity and tact.

*Skill:* Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent organizational and communication skills. Proficient in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, and internet use.

**PHYSICAL REQUIREMENTS:** Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

**SUPERVISION:**

Works under the direction of the Town Administrator, with considerable latitude for independent judgment and initiative.

**JOB ENVIRONMENT:** Most work is performed in office conditions; regular schedule requires attendance evening meetings; additional time is required to prepare for meetings and other events. Operates a computer, telephone, and other standard office equipment. Performance of duties requires regular contact with town employees, state and federal officials, consultants, and vendors. The employee has access to confidential information. Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

Duties require knowledge equivalent to a Bachelor's degree with emphasis on public or business administration plus 2 years progressively responsible experience in municipal government; or any equivalent combination of education, training and experience.