

Announcement No. 25-001

January 16, 2025

**CITY ASSESSOR  
ASSESSING DEPARTMENT**

Under the general supervision of the City Manager, manages and directs the activities of the Assessing Department to ensure accurate and timely appraisal of real and personal property within the City. The Assessor shall annually estimate and assess the value of all taxable property, real and personal, in the City and make an assessment roll in the same manner as supervisors of Townships. There shall be spread upon said roll any and all taxes duly certified by the Board of Supervisors of the County or by other proper authority. The Assessor shall make all special assessments authorized by the Charter of the City and for the purpose of such special assessment that portion of the annual assessment roll applicable thereto shall be taken as the value of the property to be assessed. The Assessor shall attend all meetings of the Board of Review and shall furnish said Board information concerning the assessment roll of property assessed thereon.

The salary range is \$100,035.22– \$131,727.28. Level IV Assessors with five years of experience will be considered at the top of the range. Benefits including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Education, Training and Experience:**

- ✓ Bachelor's degree or equivalent in property appraisal, accounting or business, or a related field.
- ✓ Five (5) or more years of residential and commercial property assessment, tax administration, and personal property appraisal responsibilities, including supervisory and administrative responsibilities.

**Licensing and Other Requirements:**

- ✓ State certification as a Level IV Michigan Advanced Assessing Officer (MMAO) Assessor is required.
- ✓ Must reside in and maintain principal domicile within 30 miles from the nearest city limit within twelve months of hire.

**Jobs Responsibilities, Skills and Abilities:**

- ✓ Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures in accordance with departmental needs and City directives.
- ✓ Skilled in effective team building and leadership skills including consensus-building to resolve conflicts, negotiate agreements, and gain cooperation among competing interest groups.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT THEIR RESUME, WITH REFERENCES, AND COVER LETTER** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov).

*Traverse City is an Equal Opportunity Employer*