

Town of Montague
Director of Assessing Hiring Committee
Meeting Notice

Held Remotely Via Zoom
<https://us02web.zoom.us/j/84887401117>

Meeting ID: 848 8740 1117
Dial In: 1 646 558 8656

Wednesday, March 12, 2025 at 3:00PM

Meeting Agenda

Votes may be taken

1. Orientation
2. Review of Committee Charge
3. Committee Organization / Election of Chair
4. Review of Hiring Process/Logistics
 - a. Position Advertising
 - b. Interview Format
 - c. Interview and Process Schedule
 - d. Other Related Topics
5. Next Meeting Date and Agenda
6. Items not anticipated within 48 hours of meeting

Director of Assessing

Hiring Committee

Charge: To recruit, screen, vet, and recommend a slate of exceptional candidates to the Board of Assessors for the Director of Assessing position.

Committee Membership:

1. Board of Assessors Chair- Ann Cenzano
2. Town Admin- Walter Ramsey
4. Selectboard Member- Matt Lord
5. Town Treasurer- Eileen Seymour
6. Town Accountant- Angelica Desroches
7. Town Resident- Ella Ingraham

Proposed Hiring Timeline:

Task	Date
Committee appointed by Selectboard	Monday March 3
Hiring Committee convenes to determine advertising and recruitment strategy	Week of March 10
Position Advertised	Week of March 17
Hiring Committee convenes to screen candidates	Week of April 14
Interviews	Week of April 28
Target Start Date	June 1 6



Town of Montague, MA Director of Assessing

The **Town of Montague** (Pop 8,580) seeks a collaborative Director of Assessing with a thorough knowledge of municipal assessing process, procedures, and best practices. Montague is a dynamic community comprised of five villages nestled along the Connecticut River in the upper Pioneer Valley of Western Massachusetts.

The Director of Assessing is appointed by and provides professional staff support to the elected Board of Assessors (3 members). The position supervises one full time Assessing Technician.

Montague has an S&P Global Bond Rating of AA and stable finances. The Town is led by a three-member Selectboard with a Town Administrator overseeing daily municipal operations. Montague has a representative Town Meeting, and a total budget of approximately \$26 million. The Town has an Airport and Sewer Enterprise Fund. School, fire, and water are separate districts. The Town has a split tax rate.



The target start date is June 2025.

Salary range is \$67,277 to \$82,394. The successful candidate will receive an attractive compensation package including health and retirement plans and paid time off. Regular work week is Monday through Thursday, 35 hours/week, with some evening meetings. This is a union position with NAGE. This is an IN-PERSON position. The Town of Montague is an Equal Opportunity Employer.

Key Functions

Key Functions

- Ensure accuracy of Town's accounting records
- Promptly and accurately pays employees and vendors
- Assist in the development and monitoring of the town's annual operating and capital budget
- Staff support to Finance Committee and serves on Retirement Board

The Position

The Town Accountant is responsible for the proper assessing procedures followed in accordance with the provisions of Massachusetts General Laws. The position functions the under administrative direction of the Town Administrator's Office and policy direction of the Board of Assessors. Position serves on Montague's core finance team with the Town Administrator, Treasurer/Tax Collector, and Accountant.

For priority review, please submit resume and cover letter (one single .pdf) by **Monday April 14, 2025** to:

Wendy Bogusz, Selectboard Executive Assistant
Town of Montague
WendyB@montague-ma.gov

Ideal Candidate

✓ Bachelor's degree in accounting, business administration, finance, or related field.

✓ Minimum of three to five years of experience with municipal accounting systems

MMAAA Certified Governmental Accountant

Excellent knowledge of relevant laws, regulations, and practices relevant to municipal accounting in MA.

Working knowledge of Massachusetts public procurement, public records, and ethics laws

Ability to establish and maintain effective working relationships with employees, board members, and the public.

Ability to utilize the gWorks (formerly BMSI) accounting system and/or help facilitate transition to a new system.

Eagerness to facilitate transparency of the Accounting Office and Town Budget through technology and other means.

EEO/AA Employer
www.montague-ma.gov

**Town of Montague
Director of Assessing**

The Town of Montague, MA Board of Assessors seeks qualified applicants for the position of Director of Assessing. The position administrates the Assessing Department and is responsible to equitable appraise, classify, and assess real and personal property in the Town of Montague.

The Town seeks a collaborative candidate with a thorough knowledge of municipal assessing process, procedures, and best practices. Minimum qualifications include a bachelor's degree in a related field, and 5 years of related experience with municipal assessing or other government accounting agencies; or equivalent.

Salary starts at \$67,277 and the scale goes to \$82,394. Work week is Mon. through Thurs., 35 hours/week, with some evening meetings. This is a NAGE union position. The Town of Montague is committed to a collaborative team environment and competitive benefits. A job description is available at www.montague-ma.gov.

For priority review, please submit resume and cover letter by April 14, 2025 to:
Wendy Bogusz, Selectboard Executive Assistant
WendyB@montague-ma.gov
EEO/AA Employer

TOWN OF MONTAGUE POSITION DESCRIPTION

ASSESSING DIRECTOR OF ASSESSING

DEFINITION

Position performs complex administrative, supervisory, and professional work in appraising, classifying, and assessing real and personal property, in directing and managing the operations of the Assessors Department, and in assisting the Board of Assessors with municipal tax assessment activities.

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.

- Assesses real property; annually revises values; supervises the appraisal of residential, commercial, industrial, and personal property for the municipality; maintains uniform, full market value on all property; assumes principal supervisory responsibility for the town in revaluing property every three years.
- Compiles data, prepares supporting details for the annual classification hearing with the Board of Assessors and the Selectboard. Attends and presents at the annual tax classification hearing with the Montague Selectboard and relevant Town districts.
- Assists in establishing assessed values for new, remodeled, or enlarged properties by applying knowledge of approaches to value; examines deeds, surveys, maps, building plans, permits, personal records and market data to obtain additional valuation data and to inventory all property.
- Supervises, operates, and maintains the in-house computerized office network for a mass appraisal system.
- Serves as a member of the Town's Financial Impact Review Team to assess Tax Increment Financing (TIF) project proposals and formulate recommendations to the Selectboard; administers the taxation of TIF projects for term of financing agreement.
- Manages the administration of the Assessing Department, including supervising the work of the Assessing Technician, recordkeeping, preparing and administering department budget, and purchasing department supplies and services.
- Completes and submits the Town's tax recapitulation sheet, in coordination with other finance staff, and coordinates tax rate approval with the Bureaus within the Department of Revenue Division of Local Services.
- Calculates new growth which is determined by inspecting and valuing all newly constructed buildings in town.
- Conducts fieldwork for cyclical inspections and building permits.
- Supervises and coordinates the preparation and revision of the Assessors' tax maps.

- Attends professional meetings (in-person or remotely) and training programs to keep current on best practices in assessing and Massachusetts General Laws and regulations.
- Supports the Board of Assessors, assisting with all aspects of Board operations
- Working with the BOA, shares strategic judgment relative to disposition toward abatement requests and, where necessary, developing legal strategy, which may include defending Town values before the MA Appellate Tax Board.
- Hires and manages subcontractors as required to execute the work of the Office.
- Performs similar or related duties as assigned or deemed necessary.

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator’s Office and policy direction of the Board of Assessors, the Director works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Director is accountable for the direction and success of programs accomplished through others. The director is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The director typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Director is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with coworkers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The Director may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Director has regular access at the departmental level to a wide variety of confidential information, including personnel records, financial records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration or related field and 5 years of related experience; or any equivalent combination of education, training, certification, and experience. Professional designation as a Massachusetts Accredited Assessor (MAA) or the ability to obtain; valid driver's license.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of relevant Massachusetts General Laws relating to municipal finance and property assessment; familiarity with alternate formulas for determining assessments; familiarity with real estate styles, materials, and methods of construction; knowledge of state statutes, methods, and procedures pertaining to boards of assessors; working knowledge of standard office management software.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to continuously adapt to and use new office technology and programs common to the industry.

Skills: Effective communication skills, problem-solving skills, and customer-service skills. Proficient computer skills, mathematical skills, recordkeeping, and administrative skills. Finance, assessing, and business management skills.

WORK ENVIRONMENT

Work is performed equally in an office setting and in the field. Working conditions involve occasional exposure to elements found in the field, such as worksites, walking property to inspect and measure, construction sites, etc. May be exposed to elements, but work can typically be rescheduled to avoid harsh conditions.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

The work principally involves sitting, with intermittent periods of stooping, walking, and standing.

May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period.

Motor Skills

Duties require motor skills and hand-eye coordination with finger dexterity and motor coordination for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, tape measures, and other office equipment, and routinely driving a motor vehicle during work hours.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes, reading maps, and visually examining properties. Frequent computer use. Routine driving of a motor vehicle.

Director of Assessing Advertisement Plan

Location	Responsible	Date	Cost
Post to town website			
LinkedIN			
Facebook			
MMA online classified (30 days)			
Recorder			
Reporter			
Mass Association of Assessing Officers			
MassLive			
Ad released March 17			
First Round deadline April 14	28 days		
Internal posting		3/10/2025	
Internal Deadline		3/17/2025	