



Town Assessor Town of Westerly

External Posting February 14, 2025

The Town of Westerly is looking to fill the position of Town Assessor. Under the general direction of the Town Manager, the Town Assessor is responsible for the proper and valid assessment of all real estate, taxable personal property, motor vehicles if needed, and for the timely completion of the annual tax roll. This position is also responsible for the implementation of all town-wide assessments and updating all Town maps and providing the grand list for the establishment of the annual budget.

Position Overview:

- Guides and directs a staff of support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training.
- Oversees annual departmental budget, revenues, reimbursements and compliance.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding Town assessor activities and confers as appropriate regarding policies, programs and activities.
- Supervises and participates in the assessment of real property, personal property accounts, and ratable property for tax purposes; makes field inspections; appraises the value of all new construction renovations and additions; updates the assessment of all property on the tax rolls.
- Supervises the preparation of the annual tax roll, maintenance of all tax assessment records and property transfers; produces all required State and local reports and forms.
- Receives/resolves issues regarding real estate, motor vehicles, or tangible property valuation.
- Receives and resolves complaints regarding tax assessments; meets with taxpayers and attorneys; defends judgments before the Board of Assessment Review and the courts.
- Provide tax rolls and data as required by the regulation.
- Provides for assessment on all exempt properties.
- Deals with tax appeals from taxpayers or their representatives.
- Approves all abatements and additions to tax roll.
- Other duties and projects as assigned.
- Please see full job description for all essential job functions.

Qualifications & Experience:

- Bachelor's Degree in Real Estate Appraisal or closely related field or equivalent education.
- Minimum of five (5) years of experience in real estate appraisal, involving the lands and buildings of industrial, commercial, and residential properties.
- Minimum of three (3) years of experience in a supervisory or management role.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

Licenses and Certifications:

- A valid driver's license.
- Possession of the Rhode Island Certified Assessor (RICA) designation or the ability to obtain one within two (2) years of hire.
- Real Estate Appraiser Certification is highly preferred.

Salary ranges from \$96,000 - \$104,000 a year

Selection Process: Interested applicants must submit their resume and application to HR@westerlyri.gov

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.