

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently recruiting for the following Management Group appointment.*

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**JOB TITLE:** City Assessor

**SALARY RANGE:** Management Pay Range R: \$88,505 - \$119,343; Starting salary dependent upon qualifications  
Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

**REPRESENTATIVE JOB DUTIES:**

This appointed position exists to provide leadership and direction in the City Assessor's Department; to plan, organize, direct and coordinate departmental activities; serve as a member of the City Administrator's executive management team; determine major departmental policies; manage the strategic planning process in keeping with the goals of the City Council and Mayor; resolve difficult administrative problems; manage the departmental budget; and keeps abreast of new developments in the field. The incumbent is responsible for fulfilling the duties and responsibilities as prescribed by state law and City of Southfield charter.

**JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:**

- Michigan Master Assessing Officer (MMAO), by the State Tax Commission; Certification as a Personal Property Examiner Minimum of 8 years experience in the assessment field, with at least 3 years increasingly responsible management/supervisory experience in a comparable municipal environment, involving advanced proficiency in complex commercial and industrial assessments; thorough knowledge of all areas of appraisal and assessments, Michigan Tax Tribunal, and Equalizer Software System.
- Administrative expertise necessary to plan, organize, direct, delegate, and evaluate department activities, as well as serving as a member of the City's Management team
- Ability to monitor State and Federal legislation and rules and make recommendations for the implementation of new legislation.
- Knowledge of principles and practices of public administration including short- and long-range program planning and implementation, budget preparation and administration, leadership and motivational strategies, and program evaluation.
- Solid verbal and written communication skills, including the ability to produce written documents in the English language and the ability to make effective presentations to staff, management, elected officials, and the public.
- Ability to meet the City's driving standards and possess and maintain a valid Michigan Driver's License
- Ability to effectively utilize technology such as personal computers and associated software applications and other proprietary computer applications required to work efficiently.
- Perform the essential functions of the job with or without accommodation.
- Applicants will be subject to a background investigation.

This is an at will position within the Management Group and is appointed by the Mayor with approval by City Council. *Only those candidates who most closely meet our selection requirements will be invited to continue in the application process.*

**Apply to:** James Meadows, Director Human Resources  
City of Southfield, 26000 Evergreen Road, P. O. Box 2055  
Southfield, MI 48037-2055

Applications may also be downloaded from [www.cityofsouthfield.com](http://www.cityofsouthfield.com).  
Completed applications can be emailed to: [sfldjobs@cityofsouthfield.com](mailto:sfldjobs@cityofsouthfield.com)

**City of Southfield Application Packet Must Be Received in the Human Resources Depart.**

**Open until filled. First review of applications will be Monday, March 29, 2021**

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vr DATED **March 1, 2021**



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at [hrrsupport@cityofsouthfield.com](mailto:hrrsupport@cityofsouthfield.com) if auxiliary aids or services are needed. Reasonable advance notice is required.