

Level IV Assessor

The City of Battle Creek is seeking qualified candidates for the position of City Assessor. This position manages the Assessing Department, performs administrative work in the inspection, appraisal, and assessment of real and personal property; directs the preparation and maintenance of assessment records and tax rolls; performs responsible public contact work with citizen's groups, individual and corporate taxpayers and other public individuals.

Qualified candidates will have a Bachelors Degree with coursework in public or business administration or related field. Possession of Level IV Certification, State of Michigan Assessor's Board or may consider Level III if actively working on obtaining a Level IV within one year working under a City arranged Level IV contract. At least five years experience in progressively responsible municipal administrative work including considerable supervisory experience. Thorough knowledge of the principles and practices of municipal government, state and local laws governing the function and activities of a municipal government, state and local laws governing the function and activities of a municipal assessor's office.

This position comes with an attractive benefits package and a starting salary of up to \$65,000. To apply, send applications along with resumes (resumes must accompany applications) to the City of Battle Creek; Human Resources, Room 215; 10 N. Division St. Battle Creek or visit our website at www.battlecreek.org and click on the City Hall logo. Deadline for accepting applications is Friday, April 18, 2008 at 5pm. EOE