

Deputy City Assessor

The City of Portage is seeking a Deputy City Assessor. This position assists the City Assessor in on-going appraisal and assessment of real and personal property. The position is responsible for assisting in the preparation and maintenance of assessment records, maps, special assessments, personal property administration, state reporting and staff supervision.

Requirements include:

- A bachelor's degree in public administration or related field.
- Background in assessment administration.
- Prior supervisory experience.
- A Michigan Level II, or higher, certification in assessment administration **OR** equivalent out of state professional level certification.
- Ability to obtain a State of Michigan Level III certification in Assessment Administration within agreed upon time period.
- Ability to obtain a Personal Property Examiner's certificate within agreed upon time period.

The City of Portage offers a competitive starting salary range of \$49,800 - \$69,720 DOQ with an **excellent** benefits package.

Interested candidates should send cover letter, resume with salary history and completed application to Employee Development, City of Portage, 7900 South Westnedge Avenue, Portage, Michigan 49002, OR apply online by selecting the desired option below.

The City of Portage is an Equal Opportunity Employer

Department

[Assessor](#)