

## EXECUTIVE DIRECTOR OF TAX COMMISSION

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position is responsible for examination of assessment rolls of towns and cities for ascertaining just relationships to valuation in all tax districts in the County as well as the level of valuation utilized for County taxes verses that for city taxes. The position also requires the Director to provide advisory services to local assessors concerning assessments and assessment procedures. Consistent with Real Property Tax Law, this position is appointed by the County Executive for a term of six years and is subject to the approval of the County Board of Legislators. Supervision is exercised over a small number of employees employed on the office staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Examines the assessment rolls for State and County taxes of the several tax districts in the County for the purpose of ascertaining whether valuations in one tax district bears a just relation to the valuation in all the tax districts in the County;

Examines the assessment rolls of the several cities in the County, for the purpose of ascertaining if real estate is assessed at a higher or lower valuation for State and County taxes than it is for city taxes;

Makes a study and survey of the mode of assessment employed in determining the value of real property for such purpose;

Confers with and informs local assessors as to their duties in respect to the valuation of real property for tax purposes;

Adopts and administers a uniform criterion of assessment procedures subject to review of the Tax Commission;

Provides, upon request, advisory appraisals to cities and towns as required by Section Fifteen Hundred Thirty-Six of the New York State Real Property Tax Law;

Advises the assessors on procedures for the preparation and maintenance of assessment rolls, property record cards, appraisal cards and other records and documents relating to real property assessment and taxation;

Cooperates and assists in the training programs provided by the State Board of Equalization and Assessment for local assessors;

Provides coordination of all assessment improvement programs, on a request basis;

Receives written reports from Tax Commission as to results of public hearings held by the Commission concerning valuations and assessments;

Schedules annual conference for the assessors of all tax districts for the purpose of discussing matters pertaining to taxation;

Files annual report and recommendations with Clerk of the County Board and the County Executive containing such information as requested by the County Executive and the Board of Legislators;

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EXAMPLES OF WORK: (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the New York State Real Property Tax Law; thorough knowledge of real estate and appraisal principles, practices and techniques; good knowledge of title searching methods and procedures; familiarity with standard statistical procedures; ability to seek out and research information relative to pending legislation from appropriate persons concerning interpretations of the Tax Law; administrative ability; ability to communicate with others effectively; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and eight years of experience as an assessor, principal in an appraisal firm, director of a mass appraisal project, real property tax agent or a similar position providing for the assessment of real property for tax purposes, three years of which included administrative responsibility for planning, organizing and directing a work program.

SUBSTITUTIONS: 1. Satisfactory completion of an Associate's Degree\* may be substituted for one year of the above required experience. Satisfactory completion of a Bachelor's Degree\* may be substituted for two years of the above required experience. 2. Satisfactory completion of 30 college credits\* towards a Master's Degree may be substituted on a year for year basis for up to two years of the above required general experience.

SPECIAL REQUIREMENT: Application for Qualifications Review must be submitted to and approved by the New York State Department of Taxation and Finance, Office of Real Property Tax Services, Educational Services Unit prior to making an appointment.

APPOINTMENT STATUS: Real Property Tax Law (RPTL), section 1530, Subdivision 1 provides that a Director is appointed for a six-year term, commencing October 1, 1971, and on October 1 of each sixth year thereafter. The current term begins October 1, 2019 and concludes September 30, 2025.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Exempt†  
MQT5

Job Class Code: E0343  
J.G.: XIX