

**Request for Proposals  
For  
Assessor  
(Michigan Advanced Assessing Officer)**

**Charter Township of York  
Washtenaw County**

Charter Township of York  
11560 Stony Creek Rd  
Milan, MI 48160

Voice 734-439-8842  
Fax 734-439-0903

York Township, an Equal Opportunity Employer, is soliciting proposals from experienced Michigan Advanced Assessing Officers to provide the comprehensive assessing responsibilities required by Michigan Statute and as required by the York Township Supervisor and Board of Trustees.

York Township is located in southeast Washtenaw County between the cities of Saline and Milan. It is a rural area with several residential large lot subdivisions, a small number of commercial and industrial businesses including the Toyota North America Research and Development Headquarters. There are a total of approximately 3,350 parcels with a total 2017 SEV of approximately \$540,574,100.

**TITLE: TOWNSHIP ASSESSOR, Level 3 or higher**

Reports To: Township Supervisor

Employment Status: Exempt from Federal & State Minimum wage/maximum hour statutory requirements. The position being offered is a part time position.

**BROAD STATEMENT OF RESPONSIBILITIES:**

Responsible for overall direction and management of Township's property appraisal and assessing program. Oversees identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws. Reviews proposed land divisions under the Land Division Act.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Plans, administers, and provides overall supervision of property appraisal programs for assessment purposes; maintains appropriate level of qualified staff at own cost to ensure work is completed to achieve overall department goals including compliance with the "Audit of Minimum Assessing Requirements (AMAR)" and/or any other state or county program that supersedes it.
2. Develops policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.
3. Is present in the Township Hall during office hours of 9:00 a.m. – 12:00 p.m. in order to promptly respond to inquiries and requests for assessment information from the public with specific weekdays to be mutually agreed upon; minimum of two to three days a week.
4. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.
5. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal, and in participating at seminars and conferences at various county and State associations.
6. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; may input data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.
7. Ensures that periodic checks are performed with home and business owners regarding

changes made to facilities; works with Township Building Official regarding new construction in order to update property records.

8. Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.

9. Supervises and participates in the preparation of the property assessment roll for presentation to the Board of Review; supervises adjustments of the tax roll directed by the Board of Review; participates in all Board of Review sessions and promptly compiles minutes, results and oversees preparation of letters and reports associated with this process.

10. Prepares annual budget for the department; conducts periodic performance evaluations of staff, and oversees other departmental administrative functions; submits various forms and schedules to satisfy reporting requirements to the State of Michigan.

11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as an Assessor at the appropriate level required for the Charter Township of York.

12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to property valuation assessment, real and personal property taxation and other developments in the property assessment field.

13. Processes applications for land divisions, combination of parcels and boundary adjustments in conjunction with the Zoning Department.

14. Prepares a written monthly summary of activities and items that need to be brought to the attention of the Board of Trustees. This summary will be delivered to the Township Clerk not later than the third (3<sup>rd</sup>) day of each month.

15. Assessor will appear at monthly Board of Trustees meetings, if requested, to answer any questions or address any concerns brought forward from the Board.

16. Performs other tasks as requested by the Township Supervisor.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Associate's degree required, and Bachelor's degree preferred; minimum 3 years relevant experience required gained in all five major classifications of property assessment work; State Tax Commission Certification required.

2. Excellent communication and interpersonal skills to deal effectively with Township office staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations; represents the Township at various governmental/professional bodies and organizations.

3. Hands-on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills required.

4. Ability to plan, organize, schedule, supervise and complete personal work assignments on timely basis in an environment where interruptions may occur; requires high level of analytical

skill as well as ability to comprehend, interpret and process detailed information and data.

5. Valid driver's license to meet travel requirements, ability to walk around construction sites and unattended residences during all seasons and weather conditions, and occasionally lifting boxes of office supplies, files, records and building plans weighing minimum 20 pounds to waist-high level; ability to climb, stoop and bend to perform on-site reviews of new construction; also requires manual dexterity to operate a computer proficiently for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

## **PROPOSAL REQUIREMENTS**

The proposal shall be written in 8 ½" X 11" format. A total of eight (8) copies must be received no later than Friday, January 5, 2018, at 12:00 P.M. Proposals received after this deadline shall not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the respondent. Questions regarding specifications or handling of proposals shall be directed to the Township Clerk at 734-439-8842 ext. 204.

Proposals shall be delivered in sealed envelopes to the Clerk's Office at the following address:

Helen Neill, Clerk  
Charter Township of York  
11560 Stony Creek Rd.  
Milan, MI 48160

## **PROPOSAL FORMAT**

Proposals shall include the following information:

1. Cover Letter. The cover letter shall be signed by the person offering the service or by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Township. The cover letter shall also identify the person who will be responsible for regular communications with the Township, including meeting attendance.
2. Individual/Corporate Background. Provide information on you/your firm's background, including:
  - a. Organization, size and Michigan office locations.
  - b. The office location where work associated with the project would be performed.
  - c. A description of the range of services provided by you or your firm. Specify any area of expertise you have, or members of the firm with special qualifications have, to handle Township assessing services.
3. Professional Staff. Identify the individual or individuals who would be providing assessing services to the Township. List their experience in providing assessing services to townships similar in size and character.
4. Experience and References. Provide descriptions of recent prior experience assessing for communities within the last ten (10) years. Include name of community, number of parcels, total SEV, dates served and contact person at the community. Separately list the same information for all communities for which assessing services are currently provided and indicate which ones will remain if successfully awarded a contract to provide assessing services for York Township.

5. Fees. List the expected compensation including all reimbursements.
6. Insurance. Provide evidence of general liability, automobile liability, and professional liability in an amount of at least \$1,000,000 combined single limit as well as Workers Compensation Insurance with the statutory coverages.
7. Disclosure. York Township expects each potential Assessor to identify any potential conflicts of interest and the plan for handling these matters.
8. Omission of Services. If a respondent believes that some of the services being requested are not necessary, please identify those services and reasons for their omission.

## **PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS**

Selection of an Assessor will be made at the complete discretion of the Charter Township of York Board of Trustees, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of York Township and are subject to Freedom of Information Act release.

Proposals will be reviewed by the Township Board to determine which Assessor(s) will be invited to participate in an interview with the Township Board.

It is the intent of York Township to select an Assessor in accordance with the following schedule:

### Deadlines/Tasks

November 3, 2017: RFP prepared and available for distribution, advertisements placed with the Michigan Assessor's Association, in "Michigan Townships News" and other locations or publications.

January 5, 2018: Proposals due

January 9, 2018: Proposals opened at Regular Board meeting.

January, 2018: Interviews will be conducted by Personnel Committee on a date to be determined.

February 13, 2018: Township Board determines successful candidate, motion to hire.

February 14, 2018: Selected Assessor notified of start date March 1, 2018.

Charter Township of York officials shall evaluate the proposals based upon the person or firms' ability to provide the service required, qualifications of personnel assigned, location of the office which will serve the community, compatibility of submission with respect to the Request For Proposal, reference analysis from other communities, and past experience of the person or firm with similar Townships.