October 2016

DIRECTOR OF REAL PROPERTY TAX SERVICES

OSWEGO COUNTY

Competitive salary and benefits provided commensurate with education and experience

The Position

The Director of Real Property Tax Services is a professional and administrative position responsible for directing a county advisory tax service and appraisal division for city and town assessors and the county equalization agency. The Director must provide accurate, timely information and advice on real property appraisal, equalization, and assessment. The work is performed under the general direction of the County Treasurer and is subject to general review by the State Board of Equalization and Assessment. Appointment is made by the Oswego County Legislature for a 6-year term.

Primary responsibilities include:

-- Maintains tax maps that serve as base maps for Geographic Information System (GIS);

-- Maintains and administers the Real Property Tax Services website, with assessment data for consumers, and the Real Property System (RPS) software used by Oswego County municipalities;

-- Produces and maintains assessments rolls;

-- Provides advisory appraisals to the County and/or local assessors;

-- Serves school districts and local municipalities in the preparation of levy and apportionment data;

-- Provides Impact Notices and Change of Assessment notices for all municipalities in Oswego County;

-- Coordinates training for local assessors, Board of Assessment Review members, and other assessment administrative personnel through newsletters, phone, correspondence, etc.;

-- May assist in the sale of real property acquired by tax sale;

-- Serves as the clearing house for the collection and distribution of information relating to the assessment of real property;

-- Conducts a public auction, annually, for the sale of county-owned tax property.

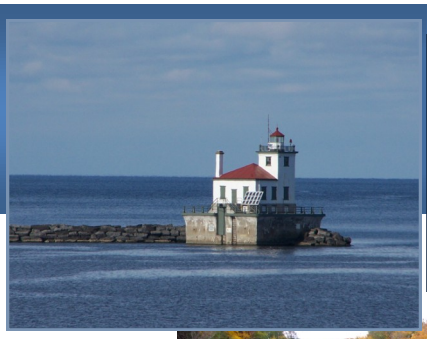
Our Commitment

Oswego County's Real Property Department is committed to providing local government officials and the public with comprehensive and reliable real property information, assessment data, property tax data, and appraisal information.

The Real Property Tax Office strives to maintain accurate and up-to-date records to serve the community in a timely and efficient way.

The department exists to provide professional services and be responsive to the needs of the community with a quality real property program.

Why Apply?



Located on the southeastern shore of Lake Ontario, Oswego County is a great place to visit, raise a family, and do business.

You'll find friendly towns and villages, convenient and well-maintained highways, four seasons of outdoor recreation, incredible fishing, pristine shoreline and wilderness areas, historic places that celebrate our nation's heritage, great schools and a state university, generations of family farms and hard-working citizens who are proud of their community!

By wheel, water or foot, each season offers a chance to explore Oswego County's beautiful natural resources. From birding to boating and sledding to scuba diving, Oswego County proves appealing during any kind of weather, all year round. Take a hike, grab a paddle or fire up the ATV. Find out what makes Oswego County's outdoors great.

Directions

Interstate Route 81 runs north and south through the county, and intersects with east/west I-90, the New York State Thruway, just south of Oswego County. Scenic U.S Route 11 runs north and south near I-81. Travel scenic State Route 104 from the west or 49, 69 and 13 from points East.

Dear Colleague-

Oswego County is currently seeking a Director of Real Property Tax Services. I hope you will review the position requirements and consider whether you, or a professional you know, might be interested in exploring this leadership opportunity. Oswego County is an equal opportunity/affirmative action employer and we encourage all qualified candidates to apply.

Thank you,

Carol Alnutt, Director of Human Resources

Minimum Qualifications for Director of Real Property Tax Services

Graduation from high school or possession of an accredited high school equivalency diploma, and 8 years of full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods, and procedures required for the assessment of real property for tax purposes, such as assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As a part of the foregoing work experience, or in connection with any other work experience, candidates must have had at least 3 years of full-time paid administrative experience involving the responsibility of planning, organizing, and directing a work program; **OR** Graduation from an accredited two-year college and 7 years of the above experience; **OR** Graduation from an accredited four-year college and 6 years of the above experience. **NOTE:** One year of graduate study may be substituted for 1 year of the foregoing experience. No more than 2 years of graduate study may be applied as a substitute for the foregoing experience. In no case shall less than four 4 years of experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property tax purposes be acceptable.

How to Apply

Application review will begin **November 14, 2016** and continue until the position is filled.
View the on-line posting at: **http://oswegocounty.com/humanresources/openings.php.**
Forward a completed Oswego County Employment Application, Letter of Interest and Resume
to the Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY, 13126
Or Email: humanresources@oswegocounty.com.
Call 315.349.8209 if you have any questions about the application process.

Oswego County Courthouse, Oswego

Barclay Courthouse, Pulaski