

**RILEY TOWNSHIP
ST. CLAIR COUNTY, MICHIGAN
13042 BELLE RIVER ROAD
RILEY, MI 48041**

**EMPLOYMENT AGREEMENT FOR TOWNSHIP CERTIFIED ASSESSOR
FOR _____, 2025 – MARCH 31ST, 2028**

THIS AGREEMENT, by and between **RILEY TOWNSHIP** (*Employer*), Michigan, a municipal corporation, whose address is 13042 Belle River Road, Riley Township, MI, 48041, and _____, (*Employee*), whose address is _____.

WHEREAS, the **Supervisor** is the chief assessor for RILEY TOWNSHIP. When the Supervisor is not a certified Assessor, the township board must employ a *certified* assessor to perform the assessing function and sign the assessment roll and who shall be subordinate to the Supervisor, MCL 42.11a. and Township Board.

STATEMENT OF RESPONSIBILITIES:

Responsible for overall direction and management of Township’s property appraisal 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.

DUTIES AND RESPONSIBILITIES:

The Employee agrees to perform those duties and exercise those powers of an **ASSESSOR** provided for under the laws of the State of Michigan and as set forth by the Riley Township Board. A general listing of duties is as follows. This is not to be construed as a complete listing but is a guideline for expectations:

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 State Tax Commission “AMAR” and/or any other state or county program that supersedes or supplements 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 office a minimum of four hours in order to promptly respond to inquiries and requests for assessment information from the public.

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. Attending a Tribunal will take priority over office hours if the schedule conflicts.
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 Inspectors 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; certifies the assessed valuation roll; participates in Board of Review sessions and 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 Riley Township.
12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining 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. Performs other tasks as requested by the Township Supervisor.

TYPICAL DUTIES:

1. Uses legal descriptions, maps, drawings, etc. for the purpose of appraisal, requiring the measuring and sketching of structures and land parcels.
2. Surveys residential construction to track status or completion of structures.
3. May compute value of structures and parcel using approved procedures and manuals.
4. May assist persons in a higher classification with various appraisal tasks.
5. May assist on personal property road surveys, and calculation of statements.

6. Assists the public, other appraisers, attorney's or anyone that may require assistance by telephone or at the departmental public service counter.
7. Assists in the preparation of Township Assessment Rolls, and any other function required to reach department goals.

KNOWLEDGE, SKILLS & ABILITIES:

1. ***State Assessors' Board Level III Certification required.*** Any and all licenses or permits required by the laws of the State of Michigan to perform the duties and exercise the powers provided in this Agreement shall be maintain at all times. In the event any license or permit shall lapse, be suspended, terminated or be of no force or effect, the Employee shall *immediately* notify Employer.
2. Associate's degree required, and Bachelor's degree preferred. Minimum 5 years relevant experience required gained in all three major classifications of property assessment work.
3. 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, and occasionally deal with disgruntled/irate property owner/taxpayers.
4. Hands - on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills also required.
5. Ability to plan, organize, schedule 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 detail information and data.

SALARY:

1. The Employer agrees to pay Employee *professional* annual salary of _____ for the first year and implement a 3% raise in the second and third year (exempt from overtime) to be paid with regular monthly payroll.
2. The Employer agrees to pay fees incurred for an attorney and an appraisal for matters on appeal with prior notification and consent by the Township.

TERMS OF EMPLOYMENT:

1. Employment shall commence on _____ and continue thereafter through **March 31st, 2028.**
2. Employment is deemed ***AT-WILL*** and may be terminated by either party without cause upon delivery of a written notice of the other party not less than thirty (30) days prior to the effective date.

ADMINISTRATIVE POLICY MANUAL

Employee acknowledges receipt of a copy of the Riley Township Administrative Policy Manual. The Employer reserves the right to unilaterally add to, delete, modify, or amend any provision of this Manual without consultation with or the consent of the Employee, provided: 1) Those changes do not adversely affect any rights accrued by the Employee prior to the date of the change and 2) Before any change is effective, the Employer shall provide the Employee written notice of the change.

IN AGREEMENT

All studies, reports, material, data, information and other materials obtained or produced by the employee arising from or related to this Agreement shall be the property of the employer and upon request shall be immediately delivered to the Supervisor and/or Clerk.

This contract shall be executed in duplicate with one (1) original being delivered to the Employer, and one (1) original being delivered to the Employee.

This contract superseded all other contracts, promises, understanding, or oral or written representation made by either party.

Any modification of the Agreement or the documents attached to this Agreement shall require the written consent of both parties.

EMPLOYER:

EMPLOYEE:

Martin Cook
Riley Township Supervisor

Certified Assessor

Date Signed: _____

Dated Signed: _____

Patricia Gondert
Riley Township Clerk

Date Signed: _____