



EMPLOYMENT OPPORTUNITIES

City of Dearborn Human Resources Department
16901 Michigan Avenue, Dearborn, Mich. 48126
Open Monday - Friday, 8 a.m. to 5 p.m.
Phone (313) 943-2053
Equal Opportunity Employer
Apply online at www.cityofdearborn.org

MAJOR INDUSTRIAL AND COMMERCIAL APPRAISER

SALARY: Minimum: \$78,159 per year Maximum: \$99,008 per year

Position will typically hire at minimum pay and follow a step progression to maximum

GENERAL DESCRIPTION:

This position serves as the industrial and commercial appraiser of the department and reports directly to the Director/Assessor. This is highly technical work, which involves planning and coordinating the activities of the Assessment Department to ensure accurate, lawful, and timely assessed and taxable valuations of major industrial and commercial property.

TYPICAL CLASS ESSENTIAL DUTIES: (See online job posting for complete specs)

- Supervises staff to include: prioritizing and assigning work; coordinating staff training; and supporting personnel procedures.
 - Review plans and blueprints of major industrial and commercial facilities.
 - Inspects major industrial and commercial facilities.
 - Records and lists elements identified in the construction of major commercial and industrial facilities.
 - Calculates the reproduction and replacement of major industrial and commercial facilities.
 - Appraises other commercial and industrial property at the direction of the department director, utilizing the three approaches to value.
 - Assists department head with the preparation of required State and other commercial and industrial related reports.
 - Demonstrates regular and predictable attendance, including attendance at required meetings.
- This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

EXPERIENCE AND TRAINING REQUIRED:

Bachelor's degree in Business Administration, Finance, Mathematics, or Architecture and a minimum of 5 years of experience in a managerial or leadership position in an Assessor's office; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIRED:

- Michigan Advanced Assessing Officer (Level 3) Certification
- Personal Property Examiner License
- Valid State of Michigan Driver's License

LAST DATE FOR FILING APPLICATIONS: 8:00 a.m., Monday, August 1, 2022

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