



**CHARTER TOWNSHIP OF TEXAS
ASSESSING SERVICES
JOB POSTING & REQUEST FOR PROPOSAL**

The Charter Township of Texas is seeking a qualified individual or firm to provide assessing services as either a full-time employee (32 hours per week) or a part-time contracted service. This position/service is hired by the Township Board and works under the supervision of the Township Superintendent. Compensation is commensurate with qualifications; full-time employment has an established range of \$40-\$44 per hour and would include comprehensive benefits package.

INTRODUCTION

The Charter Township of Texas was formed in 1838 and chartered in 1985. It is in the southwest portion of Kalamazoo County encompassing 36 square miles with Oshtemo Township to the north; City of Portage to the east; Prairie Ronde to the south; and Antwerp, in Van Buren County to the west. Texas Township is uniquely located with easy access to I 94 and US 131. There are over 17,000 people who reside within the township. Its primary land uses are residential and agricultural, with an increasing potential for new commercial and development. The lake surface of Texas Township covers approximately 1,200 acres. Eagle, Crooked, Pretty, Pine, Paw Paw, Bass, and Duck are some of the more popular lakes. Texas Township continues to be one of the fastest growing townships within Southwest Michigan.

The township's parcel distribution is as follows:

	Residential	Commercial	Industrial	Ag	Personal Property	Exempt
Number of Parcels	6,327	127	32 – All vacant	58	131	156
SEV	1,005,251,300	91,231,300	942,300	11,258,400	94,094,700	

NATURE OF WORK

The Township Assessor is responsible for overall direction and management of Township's property assessment process, which includes 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. Maintenance of accurate Principal Resident Exemption, Veteran Exemption, poverty exemption, and property ownership/transfer information in compliance with applicable State laws.

ESSENTIAL FUNCTIONS

The township is seeking to secure the services of an MAAO Level III Assessor to provide the following services:

- Maintain regular office hours at least three business days per week (27 hours).
- Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answer telephone calls, emails, and respond to walk-in requests with information. Explain assessing practices and procedures, as necessary.



- Plan, supervise, and participate in the appraisal and assessment of all real and personal properties in the Township in accordance with state law.
- Perform onsite inspections in order to maintain current and accurate records. 20% of the existing township properties will be visited and to determine the current value in addition to new construction.
- Maintain the Township's assessment rolls, including ad valorem, and balancing specific tax rolls (IFTs, PILOTs, TIFs, etc.), in order to ensure compliance with state law. Track captured values in the tax capture districts. Keep the electronic and physical property record field cards up-to-date.
- Print and send annual assessment notices.
- Prepares assessment roll annually for presentation to the Board of Review; coordinates with Township staff to schedule and post the Board of Review meetings, prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal; and compiles results and oversees preparation of letters and reports associated with this process.
- In consultation with the Township's Planner & Zoning Administrator, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- Analyze property sales of all property classes within the Township to determine land values and ECF in accordance with State Tax Commission guidelines.
- Update and appraise all new construction to determine true cash value and establish new property assessments.
- Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with Planner Zoning/Administrator and Building Official regarding new construction in order to update property records.
- Process all Personal Residence Exemptions (PREs), rescissions, Property Transfer Affidavits, Transfer Deeds, and poverty exemption applications.
- File all necessary State and County reports pertaining to the Assessment and Tax Rolls.
- Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to Township Board. Attend Township Board and/or committee meetings on an as-needed basis (approximately two Township Board meetings per year).
- Complete Apex land and building footprint sketches for all real properties in the Township.
- Update Township personnel with pertinent information on all name and address changes made to the database(s).
- Keep records up to date with new street addresses, as assigned by the Treasurer.
- Annually send out, collect, and analyze IFT questionnaires, when an IFT is established.
- Maintain parcel and tax maps, including coordination with the County GIS system.
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
- Represent the Township in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal, with the designated Township Attorney; Coordinate with the designated Township attorney in the defense of these appeals.
- Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field, attends annual seminars and other continuing education to maintain required certification.
- Perform other related duties as required.

REQUIRED QUALIFICATIONS

- Minimum of five (5) years relevant experience required; gained in all three (3) major classifications of property assessment work. Requires possessing and maintaining a State Assessor's Board MAAO Level III Certification.



- Interpersonal skills to establish and maintain effective working relationships with coworkers, supervisor and elected officials.
- The ability to communicate effectively with the public and satisfactorily resolve conflicts and service complaints; the ability to maintain tact and diplomacy in dealing with the public.
- Ability to plan, organize, schedule, and coordinate work independently with minimal direct supervision.
- Skill and ability to critically assess situation, solve problems, and work within deadlines and change in work priorities.
- Requires high level of analytical skill as well as ability to comprehend, interpret and process detail information and data.
- Hands on computer proficiency to facilitate preparation of reports and process information, including overseeing computerization of property records and data entry into appraisal software system (proficient in BSA, APEX, MS Office and GIS). Additionally, must have the ability to create exports of entire database, July and December Board of Review adjustments and split and balance with the Treasurer's software system on a regular basis.
- Knowledge of municipal government operations including administration and budgeting practices.
- Must possess and maintain a valid driver's license with a good driving record.
- Must have good hearing, clear speech, and the ability to perform visual inspections.
- Must have mobility and be able to traverse uneven surfaces to perform inspections in the field.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear, view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must be able to occasionally lift and/or move items a minimum of 20 pounds to waist high level.

While performing the duties of this job, the employee works in both a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office and may become moderate to potentially loud in field situations.

PROPOSAL REQUIREMENTS

Not applicable to applicants for full-time employment.

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. Contractors interested in applying must include a list of current clients and projects, and a minimum of three references. The Township will consider those contractors that, in its sole judgment, demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and public. The respondents should provide a copy of his/her assessor Certification document.



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 Kalamazoo, MI 49009
www.texastownship.org

The fee for services must be described in the proposal. Please specify whether fees are billed at an hourly rate or flat charge. Billing procedures and payment terms should also be included. Please provide pricing for 1, 3, and 5 year terms.

SUBMITTAL INSTRUCTIONS

Submittal process varies depending on whether interested party is submitting a proposal for contractual service or applying for full-time employment.

CONTRACT SERVICE	EMPLOYMENT
<p>To be considered, proposals and applications must be submitted in a sealed envelope, clearly marked: RFP – ASSESSING SERVICES and received by 2:00 p.m. on Monday, March 1, 2021 by email, mail or hand delivery to:</p> <p>Charter Township of Texas Attn: Township Superintendent 7110 West Q Ave Kalamazoo, MI 49009 269.375.1591 julievw@texastownship.org</p>	<p>Applicants must submit cover letter and resume to:</p> <p>Charter Township of Texas Attn: Township Superintendent 7110 West Q Ave Kalamazoo, MI 49009 269.375.1591 julievw@texastownship.org</p> <p>Application materials must be received by 2:00 p.m. on Monday, March 1, 2021.</p> <p>The Charter Township of Texas is an equal opportunity employer.</p>

EVALUATION

Applications and proposals will be evaluated on a qualifications basis. Factors to be considered include the qualifications and experience of the individual, contractor, compatibility of the firm/individual to work with Township staff and officials, familiarity with and understanding of the Charter Township of Texas, and proposed fees. The Township may elect to interview one or more candidates prior to recommending a final selection to the Township Board.

RESERVATIONS

The Township reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the Township. Issuance of this proposal does not obligate the Township to award a contract. The Township accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.