

DRAIN ASSESSMENT SUPERVISOR

GENERAL STATEMENT OF DUTIES: Prepares the drain assessments for governmental units and individual properties; meets with members of the public in regard to assessments; supervises accounting and clerical staff; works under the supervision of the Deputy Drain Commissioner; performs related duties as required.

STATEMENT OF TASKS:

Determines the percentages and dollar assessments for each drain district that is assessed;
Conducts the review of apportionment hearings to explain assessments to property owners and representatives of government units;
Directs the preparation and distribution of the Drain Special Assessment Roll;
Consults with the Drain Engineer to obtain information on engineering determined assessments;
Consults with the Deputy Drain Commissioner for field review of drain projects.
Supervises accounting and clerical staff.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of standard governmental accounting procedures, taxing procedures and special assessments;
Ability to supervise staff;
Ability to utilize computer and other technological assistance;
Ability to skillfully interrelate with the public in an effective manner which instills confidence and promotes harmonious relations;
Ability to develop and maintain effective working relationships with Drain Commissioner and employees;
Ability to attend work regularly and work under stressful situations.

MINIMUM QUALIFICATIONS

Associate's degree in Accounting or Business Administration and two (2) years of experience in assessing or equalization;

OR

Five (5) years of experience in a drain assessment capacity, of which four (4) years should be in the Genesee County Drain Commission Office.

Established: December 13, 2000


Human Resources Director