

## PROGRAM SPECIALIST (ASSESSMENT PROCEDURES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Executive Director to the Tax Commission, this class is responsible for coordinating the efforts of Westchester County, The County Executive, the Westchester County Tax Commission, and the municipalities and Westchester County Assessors Association as related to the Joint Municipal Assessment Improvement Program. Work involves coordination with individual municipal assessors and officials, State representatives, and County personnel from the County Executive's Office, the Tax Commission, the Law Department, General Services (Data Processing), etc. in order to establish and administer an effective, responsive and equitable administration of the Real Property Assessment Procedures in all of Westchester's assessing jurisdictions. Partial supervision over a small number of support personnel may be required. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops a standard procedure and set of research instruments for receiving and compiling multi municipal assessment data;

Researches and analyzes assessment improvement procedures;

Formulates and maintains those procedures necessary to coordinate the efforts of the County and the local taxing jurisdictions;

Ascertaines data elements to be collected for the study, and develops data collection procedures;

Monitors the data collection process in order to insure that the information is gathered according to the system devised above;

Meets regularly with various County, local municipal and State officials regarding the administration, financial, legal and technical aspects of the program;

Prepares required program reports for administrative and budgetary purposes.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods and procedures analysis; good knowledge of statistical techniques and methods; ability to learn and understand rules, regulations and policies governing assessment procedures generally in the State of New York and specifically within Westchester County and local assessing jurisdictions; ability to evaluate and participate in developing overall program objectives; ability to plan, organize and present ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships; initiative; tact; thoroughness; accuracy; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and a Bachelor's degree\* and three years experience in public or business administration.

SUBSTITUTION: A related Masters Degree\* may be substituted for the experience specified in (a). at the rate of 30 credits per year of experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.