



Township Assessor Employment or Contract Opportunity

The Charter Township of Union is a dynamic, financially stable and thriving community. We are interested in hiring a talented individual or firm to join our team in the role of Township Assessor. You may pick which employment option appeals to you:

1. Apply for a full-time position as Township Assessor with excellent benefits, including MERS defined contribution pension
2. Respond to our RFP and perform duties as a contracted Assessor.

Our Township Assessor is retiring in May 2020 after 15 years of service with the Township. The Charter Township of Union is required to have a MAAO (3) Assessor. It is our desire to hire an individual who will provide a competent level of service to our residents, businesses and other Township departments. However, we recognize that for many communities the manner in which Assessing responsibilities are handled has changed significantly over the last decade. Many communities have moved to contracting for their assessing needs. The great thing about this opportunity is that we are offering you a choice. So, which option works best for you; Employee or Contractor?

Currently our Township Assessing function is described as follows:

- Staff - 1 Full-time Administrative Office Professional (currently vacant and also supports other areas of the Finance Department)
- Special Districts - DDA/TIFA (2)
- Utilizes BSA Assessing and Tax software as well as the Pivot Point Field Assessing software

Parcel count and values are as follows:

Property Class	Parcel Count	SEV
Agricultural	161	\$ 19,213,000
Commercial	499	\$ 244,959,300
Industrial	14	\$ 4,274,500
Residential	2,316	\$ 167,308,700
Personal Property	531	\$ 32,258,500
IFT Real	3	\$ 534,200
IFT Personal	4	\$ 296,100
Exempt	152	-0-
Total	3,680	\$468,844,300

Community

Union Township is a growing and financially stable community located in the geographic center of Michigan's Lower Peninsula (30 miles to Midland, 55 miles to Saginaw, 70 miles to Lansing, 85 miles to Grand Rapids). The Township population is approximately 14,000 and is located near Central Michigan

University's 19,200 students and many of its employees. CMU offers more than 170 programs at the Bachelor, Master, and Specialist Degree levels, as well as their Medical School. Mid-Michigan Community College has a Union Township Campus for those who wish to transfer to a university or prepare for a career in health, business or industrial technologies. In addition, five other colleges and/ or universities are within 45 miles of the Township. Our community is dedicated to education and offers seven neighborhood schools, one middle school and one high school. In addition, there is a K-12 parochial school and two charter schools.

The larger community provides an abundance of recreational and cultural opportunities ranging from hockey to chamber music concerts. Golfers are especially pleased with the 13 courses available within a 30-minute drive. The area local park system offers a wide range of recreational programs for all ages, including youth soccer, softball, golf, basketball, volleyball, and tennis. The Isabella County park system adds similar opportunities as well as camping and cross-country skiing.

EMPLOYMENT

Under the general direction of the Township Finance Director, plans, administers, directs and is responsible for overall direction and management of Township's property assessment program. Responsible for 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.

The salary range for this W-2'd position is \$67,138 - \$73,851 (midpoint). The Charter Township of Union offers a robust and generous fringe benefit package which extends coverage in a variety of areas, such as; medical, prescription, dental, vision, LTD, paid leave time and employee life insurance options; a MERS defined contribution pension program with an employer contribution and deferred compensation programs; medical and dependent flexible spending accounts. Also, relocation support may be available, depending on qualifications. For more information including an application and a copy of the job description to apply for this opportunity, please visit

<http://www.uniontownshipmi.com/Portals/0/Assessor%20Job%20Description.pdf?ver=2020-05-01-122154-437>.

Deadline for submitting a cover letter, resume, employment application, and references is close of business on May 29, 2020.

CONTRACTED ASSESSING SERVICES

The selected Company will operate under the general direction of the Township Finance Director and will plan and administer the property appraisal/assessment program to ensure work is completed in accordance with all laws, regulations and directives regarding the assessment of real and personal property of the State of Michigan. It is anticipated that a contractor will perform all the responsibilities in the job description.

For those individuals, partnerships, corporations or units of government (Company), interested in contracting to provide assessing services, please respond to the Request for Proposal that can be found at <http://www.uniontownshipmi.com/Portals/0/RFP%20for%20Assessing%20Services.pdf?ver=2020-05-01-122214-720>.

Deadline for submitting a response to the Request for Proposal is close of business on May 29, 2020.

If you have any questions regarding the process, please contact Mark Stuhldreher at (989)772-4600 ext. 231.