

IMPROVEMENT ASSESSOR, 1562
IMPROVEMENT ASSESSOR SUPERVISOR, 1564

Summary of Duties : Determines the assessments to be levied against benefiting property owners for the cost of public works improvements ranging from routine to complex cases; or determines assessments in the more complex cases and supervises and directs the work of a group of employees engaged in such work; and does related work.

Distinguishing Features : An Improvement Assessor exercises independent judgment in analyzing and determining the distribution of public improvement costs among benefiting property owners. Distributions calculated must meet provisions set forth in State acts and City ordinances, be comprehensible to the public, and be defensible before the City Council and courts if appealed.

An employee of this class normally receives assignments in the form of property ownership records assessment district maps, construction plans and estimates, right-of-way acquisition maps and estimates, and financing features. An Improvement Assessor is required to plan, lay out, and organize work to complete benefit determinations. The incumbent's work is reviewed for proper interpretation of plans, estimates, right-of-way information, and judgment exercised in spreading assessments on the benefits to individual properties.

An Improvement Assessor Supervisor determines the distribution of public improvement costs among benefiting property owners in complex cases with minimal supervision, and directly supervises one function of assessment work within the Bureau of Engineering.

An Improvement Assessor Supervisor also supervises and provides overall direction to other Improvement Assessor Supervisors, and technical and clerical employees engaged in a number of functions of assessment work, and represents the Bureau of Engineering on assessment matters before the Board of Public Works and the City Council.

Examples of Duties : Improvement Assessor : Reviews and interprets engineering assessment diagrams, plans, estimates of public improvements, official City maps and records of property ownership, Council files, County Tax Assessor's records, zoning, and Bureau of Assessment records to determine current property ownership and lot cuts, the disposition of protests, public financing allocations, exemptions, previous assessments levied, and right-of-way commitments and acquisitions; assigns assessment numbers and prepares legal tract descriptions for each parcel of land designated on the assessment diagram; makes field trips to determine the topography of the district, the size, shape, and accessibility of parcels to be improved, the type and usage of appurtenant structures, and other

benefit factors.

Determines the assessment to be levied against each parcel of land for each improvement after reviewing various factors affecting benefit considerations, computes City Treasurer and Bureau of Engineering fees and secures fee charges from other departments and bureaus; determines the various categories of comparable work and their respective total cost within each category; determines the number of benefit feet to be charged to each parcel for each category of improvement including irregularly shaped, or hilly parcels; computes the assessment to be levied against each parcel; prepares work sheet schedules showing the methods used, factors considered, and the calculations made in order to arrive at the proposed assessment; prepares documents pertinent to the issuance and transfer of assessment bonds; may contact contractors or their assignees to transmit incidental assessment fee billing information; and verbally explains the basis for assessment to the public and makes written replies to protests or requests for the information; may train technical and clerical employees in specialized tasks; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Improvement Assessor Supervisor : Supervises Improvement Assessors engaged in identifying, computing, and apportioning the cost of public improvements in relation to benefits received; supervises clerical employees engaged in transcribing records, determining ownership of parcels, preparing improvement bills for mailing to property owners, preparing assessment rolls and documents for recording, filing, and transmitting, and maintaining records and files pertinent to the distribution of current assessable improvements; assigns and schedules the work of assessment personnel; checks and approves all preliminary and final assessment spreads and supporting documents for accuracy, defensibility, and methods and procedures followed; calculates and determines complex assessments; supervises technical and clerical personnel engaged in providing reports of pending special assessment liens on sales of residential property and maintaining a public counter; reviews pending lien reports to give property owners estimates of assessment amounts; may maintain a calendar of Council actions pertinent to the adoption of ordinances, public protests, and confirmations that relates to assessment work; keeps statistical records of work performed; handles complaints from the public; or

Plans, directs, coordinates and supervises the work of technical and clerical personnel engaged in distributing and billing assessable improvement and maintenance costs according to the requirements of various State acts, City ordinances, and policies governing assessment proceedings; maintaining current official assessment lien documents; certifying unpaid assessment lists to the City Treasurer; and initiating foreclosure on delinquent City-owned assessment liens;

Interprets legal requirements of State and City improvement acts and ordinances relating to assessment methods and procedures; may consult with the City Attorney on matters requiring legal interpretation;

explains and defends assessments and assessment policies and practices before City Council, Board of Public Works and other governmental and community bodies;

Answers correspondence and telephone inquiries from the public regarding assessments levied; interprets assessment policy; prepares reports and recommends improvements relative to assessment procedures, personnel utilization and other organizational and administrative matters;

Certifies and maintains records of various official assessment documents, including notices of assessments, notices of award of contract, and files assessment diagrams with the County Recorder in behalf of the City Clerk and for the Board of Public Works; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges :</u>	<u>Improvement Assessor</u>	<u>Improvement Assessor Supervisor</u>
Methods and practices used in describing legal boundaries of real property, including trigonometry;	Working	Good
Use of engineering assessment diagrams, construction and right-of-way acquisition; plans, estimates, and maps used in assessment procedures;	Working	Good
Information available in the City Clerk's Office, other divisions of the Bureau of Engineering, Bureau of Right-of-Way and Land, and the County Assessor's and Tax Collector's Offices relating to the assessment process;	Working	Good
Provisions of State improvement acts and City ordinances as related to assessment procedures;	Working	Good
<u>Knowledges (Cont) :</u>	<u>Improvement Assessor</u>	<u>Improvement Assessor Supervisor</u>

Office procedures and practices, including the tabulation and transcription of numerical data;	Working	Good
Office administration, including budget preparation and record maintenance and certification;		Good
Safety principles and practices;		Good
Laws and regulations related to equal employment opportunity and affirmative action;		Working
City personnel rules, policies and procedures;		General
Memoranda of understanding as they apply to subordinate personnel;		General
<u>Abilities :</u>		
Read and interpret engineering maps, plans and assessment diagrams;	x	x
Prepare, document and justify the individual spread of assessments for public works improvements;	x	x
Communicate tactfully with others, including interpreting basic assessment documents, methods and procedures to property owners and other City agencies;	x	x
Prepare written reports and recommendations concisely, logically and convincingly;	x	x
Make presentations and argue persuasively before groups;		x
Plan, organize, coordinate, direct and review the work of subordinates effectively.		x
Two years of experience in special assessment work at least at the level of Civil Engineering Drafting Technician, or one year of such experience and completion of		

one year of education in engineering or engineering technology at the college level is required for Improvement Assessor.

Two years of experience as an Improvement Assessor, or in a class at least at that level and which provides experience in assessment work is required for Improvement Assessor Supervisor.

License: Both Classes: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; good speaking and hearing ability; and good eyesight. Persons with handicaps may be capable of performing the duties of the position in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of this position shall be.