



Employment Opportunity



Equalization Director

www.calhouncountymi.gov

REASONS TO LIVE & WORK IN CALHOUN COUNTY, MICHIGAN

As one of the fastest growing areas in Michigan, Calhoun County is located between Detroit and Chicago and offers exceptional business and personal opportunities.

Organized in 1833, Calhoun County is both rich in history and on the cutting edge of tomorrow's technology and development. Calhoun County offers the serenity of country living and the cultural and recreational amenities offered in urban settings. We are a diverse community offering many opportunities for you and your family.



Education has been important to the people of Calhoun County since the 1830's. We have several 4 year colleges and community colleges to offer. Calhoun County also has award-winning hospitals and doctors.

Calhoun County has 500 miles of rivers/streams and 138 inland lakes for recreation with 15 public sites for fishing. There is also 22 major parks such as Fort Custer located on the western edge of the County. Fort Custer has 3 lakes and Kalamazoo River running through it with camping site and multi-use trail system for mountain bikers, hikers and equestrian. The Kingman Museum of Natural History has more than 125,000 specimens of wildlife, minerals, prehistoric mammals, Indian exhibits and more. Binder Park Zoo, one of the largest zoos in Michigan, is on 433 acres that has an array of animal exhibits including Wild Africa. The County also has an abundance of Golf Courses for the beginner to the expert golfer to enjoy.

**Building a
Better
County
Through
Responsive
Leadership!**

CALHOUN COUNTY
315 West Green Street
Marshall, MI 49068
(269) 781-0980
www.calhouncountymi.gov



Calhoun County is Looking for the Right Person to add to our Team!

Please apply
on line at
www.calhouncountymi.gov
or call
269-781-0980
for more
information.



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EQUALIZATION DIRECTOR

JOB SUMMARY:

Under the supervision of the Administrator/Controller, oversees activities to ensure property equalization of property value throughout the County. Directs duties necessary to assess the value of property including discovery, listing and actual valuation of properties for tax purposes, and provides the Board of Commissioners with information necessary to act in accordance with applicable Michigan general property tax laws. Oversees assessment contracts with local units of government, and manages the Equalization Department.

JOB QUALIFICATIONS:

1. The job requires knowledge normally acquired through the completion of a Bachelor's Degree in business administration, accounting, engineering, or field related to real estate.
2. Six to eight years of experience in assessment administration and/or real estate. Michigan Master Assessing Officer (MMAO; Formerly Level 4) Certification and Personal Property Examiner Certification from the State Tax Commission.
3. Mathematical ability to make complex calculations with speed and accuracy.
4. Supervisory and management experience, with leadership skills necessary to effectively coordinate, motivate, provide vision to and review the work of assigned staff.
5. Interpersonal skills necessary to effectively communicate with various levels of County officials, the general public, local newspapers, assessors and school officials. Incumbent must represent and act as an official spokesperson for County.
6. Mental ability to frequently handle simultaneous projects requiring concentration and attention to detail with occasional distractions due to people and/or telephone calls. Incumbent is periodically required to handle pressures related to meeting deadlines, fulfilling scheduling requirements, etc.
7. Physical ability to occasionally transport items weighing up to 10pounds, Incumbent is periodically required to sit for extended periods of time.
8. Possession of valid Michigan Driver's License and a good driving record.

www.calhouncountymi.gov/employment/job_postings/