



CITY OF AKRON
invites applications for the position of:
**Assessments & Licenses
Supervisor**

SALARY: \$44,720.00 - \$59,987.20 Annually

OPENING DATE: 10/22/21

CLOSING DATE: Continuous

DEFINITION:

This is responsible administrative work in assessments and issuing of City of Akron licenses as outlined by City Ordinance.

An employee in this class plans and carries out a program of license issuing and fee collection from all individual business and commercial enterprises in the City requiring City licenses. Supervises the preparation of estimates, final costs, and collection of assessments.

Works under the general supervision of the Assessor with considerable independent responsibility for carrying out the licensing and assessments functions.

CHARACTERISTIC WORK:

Interprets provisions of City license ordinances and regulations and plans and carries out programs to issue licenses, collect license fees, and establish and maintain licensing records. Coordinates and works with various City divisions and other agencies for certifications, billing, and collection of various assessments. Prepares estimates and final costs for billing and collection of assessments for capital street improvements and annual resurfacing programs. Assists the Assessor in the preparation and collection of assessments and other matters relating to the assessment function including the interpretation of ordinances for Street Improvements. Attends and presents at Equalization Board hearings regarding assessment objections. Interacts with the public in person and over the phone. Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or GED and a minimum of three years of paid experience in assessments and license issuing work, real estate work, or other related experience.

Considerable knowledge of state statutes, municipal ordinances, and regulations relating to the licensing of business and commercial establishments. Considerable knowledge of real estate, deeds, titles, parcels, tax maps and plats.

Skill in utilizing computer systems, databases, and spreadsheets. Skill in establishing and maintaining effective working communications with other persons.

Ability to prepare concise reports. Ability to establish and supervise the maintenance of records necessary to support assessments and the licensing functions. Ability to effectively manage multiple projects simultaneously and prioritize issues. Ability to meet deadlines. Ability to track,

monitor, and review minute details associated with ordinance specifications, project processes and timelines, including street limitations, parcel numbers, and parcel footages. List of essential functions available upon request.

COMPETITIVE EXAMINATION PROCESS:

The selection process will consist of an assessment interview with credit for education and experience. Candidates must pass the assessment interview in order to receive credit for education and experience. TEST WEIGHTS: Assessment Interview 70%, Education 20%, Experience 10%.

Candidates must meet the qualifications and requirements listed in the announcement at the time of examination and at the time of appointment.

NOTE: The competitive examination may be suspended if shown to be impractical because of an insufficient number of qualified candidates. The candidates will then be ranked in a standard manner based on 70% for qualifying, 20% for education, and 10% for experience.

RESIDENCY: Candidates who have been resident citizens within the corporate limits of the City of Akron for at least one year immediately prior to the examination and who continue to reside within the corporate limits of the City of Akron throughout the remainder of the selection process will have 5 points added to their passing grades.

VETERANS: A veteran of the Armed Forces of the United States, honorably discharged from active duty, desiring a bonus of 5 points added to his/her passing grade, must submit proof of discharge in the form of a DD-214 with application.

NOTE: YOU ARE RESPONSIBLE FOR CHECKING YOUR APPLICATION STATUS THROUGHOUT THE STEPS IN THE SELECTION PROCESS BY VIEWING YOUR GOVERNMENTJOBS.COM ACCOUNT. IF YOU HAVE ANY QUESTIONS OR ARE UNABLE TO CHECK YOUR STATUS ON LINE, YOU MAY CALL THE DEPARTMENT OF HUMAN RESOURCES AT 330-375-2720.

Email correspondence generated from our system will be sent from info@governmentjobs.com. To ensure you receive important communication from our office, be sure to make this address a safe sender.

The City of Akron is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex/gender, sexual orientation, gender identity, genetic information, religion, age, disability or military status in employment or the provision of services.

Applicants are required to meet the minimum qualifications for the position with or without an accommodation. If you are a qualified applicant with a disability, please notify the Department of Human Resources at least one week prior to testing if requesting a reasonable accommodation for the testing process.

An Equal Opportunity Employer

College transcripts must be attached to your application in order to receive credit or determine eligibility for positions requiring education. Mail any required documentation to our office.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.akronohio.gov/personnel>

Position #2021-E-22-177
ASSESSMENTS & LICENSES SUPERVISOR
JG

Municipal Building Room 102

166 S. High Street
Akron, OH 44308
330-375-2720

employment@akronohio.gov

Assessments & Licenses Supervisor Supplemental Questionnaire

* 1. Did you graduate from an accredited high school or do you have a GED certificate?

Yes No

* Required Question