

ORDINANCE #04-07-14 (3)
CITY OF RAINSVILLE – POSITION DESCRIPTION
TAX ASSESSOR/CITY REVENUE AND ZONING ORDINANCE OFFICER

WHEREAS, Pursuant to Code of Alabama § 11-43-5, the following will be a description for the tax assessor's office as well as appointment authority and discipline procedures for the position.

Definition of Tax Assessor:

- To discovery and to list the value of all taxable property within the jurisdiction of the city.

Duties:

- Administers business licensing, permits, and special taxes and fees for the City of Rainsville.
- Provides service to the general public, business license applicants, and each existing licensee, including:
 - Assists applicants in obtaining the proper business license, including assisting them in the completion of their application and follow-up on the approval and issuance of license certificates.
 - Answers inquiries for and about existing licensees.
 - Ensures compliance of all businesses with the City's business license ordinances.
 - Handles verbal and written business complaints and follows up on them.
 - Responsible for collections, investigations, and enforcement activities related to business licensing.
 - Updates and maintains business licensing and related City permit/fee revenue records, filings, and reporting requirements.
- Ensures proper zoning requirements are in place.
- Ensures that new or changes to existing development and related permit requests within the City meet code, ordinance, and standards for design and construction.
- Prepares required documentation for City Planning and Special Exemptions Committees.
- Responsible for daily patrolling and observing of property throughout the City (public and private), ensuring compliance to City zoning and ordinances.
- Ensures that known or realized potential conflicts with adjacent projects or parcels are communicated to Applicants and handled towards a resolution.

- This includes, as needed appropriate, coordinating and working with City Leadership, department heads and boards, and impacted utilities, landowners, and other agencies or entities.
- Travels as necessary for reports, to collect city monies, to check mail, make bank deposits and other necessary activities for the position.
- Audits sales tax reports for business license purposes on a monthly basis.
- Reports to council liaison as decided by the City Council.

Physical/ Knowledge Requirements:

Be able to sit in an office setting and/or an automobile a sustainable amount of time.

Be able to converse with the public with knowledge about zoning related matters concerning areas of the city.

Be able to read and understand mapping and mapping descriptions as it relates to zoning and zoning ordinances.

Have experience with the serving the public and be able to meet the public well and be able to handle public from a wide variety of socio-economic backgrounds to coordinate application disputes and/or mediate the same when necessary.

Possess a Valid Driver's License

Educational Requirements:

High School/GED Equivalent – Financial background or certification preferred (i.e. Magistrate Certification)

Understanding of zoning ordinances and regulations

Must be knowledgeable and have a background or experience in administering city permit fees, revenue records, filing requirements, and reporting requirements.

Requirements for Appointment:

- The Tax Assessor shall be considered, appointed and voted on by the Rainsville City Council and Mayor and the majority of votes will determine the appointment of the same. The terms of service shall be for the amount of time determined by the Council and Mayor including and following a majority vote.

Discipline and/or Termination and Overtime:

- The Tax Assessor will be subject to rules and regulations in the “ Employee Handbook”.
- Any disciplinary measures will be decided by the Councilmembers and Mayor and will give sufficient notice of the same.
- Overtime preapproval will be considered and given by the Council and Mayor.

NICK JONES, Mayor

Attest:

JUDY LEWIS, City Clerk

CLERK’S CERTIFICATE

I hereby certify that Ordinance No 04-07-14 was published on the ____ day of _____, 2014, by
Publication of the same.

[X] in the *Mountain Valley News*, a newspaper of general circulation in the City of Rainsville.

[] by posting at Rainsville City Hall, the Rainsville Public Library, the Rainsville Post Office, and Rainsville Fire
Hall (on the ____ day of _____, 2014).

JUDY LEWIS, City Clerk