**TOWN OF NEWBURY, VERMONT**

**REQUEST FOR PROPOSAL**

**TOWN ASSESSOR**

**September 13, 2021**

The Town of Newbury, VT is requesting proposals for a part-time Town Assessor. This position would replace the current Board of Listers and moving forward with the transition is contingent upon a town wide vote at the 2022 Town Meeting.

**Job Description:** The Town Assessor will be responsible for the valuation of land, residential, commercial and industrial properties within the Town of Newbury. Duties will also include the training and supervision of an assistant assessor. The town assessor will be responsible for the compilation of data required to prepare the Grand List, the completion of all required state reports, as well as maintaining assessment cards and property data and providing adequate access to the public and town offices. The position will also require communication with attorneys, real estate brokers, appraisers, town officials and property owners, as well as attending grievance hearings as needed.

**Qualifications:** Applicants for the position of Town Assessor should have previous real estate assessment or appraisal experience. The ideal candidate will have proficiency with CAMA data entry, APEX sketches and NEMRC data entry.

**Schedule and Salary:** This will be a part time position, with the schedule to be established during the hiring process. The job will begin in March of 2022, pending voter approval. Compensation will be negotiated at the time of hire, based on experience and qualifications.

**Application:** Interested parties should submit a letter of interest to the Newbury Selectboard, P.O. Box 126, Newbury, VT 05051 or by email to Alma Roystan, Selectboard Chair at selectboard@newburyvt.org Please submit letters by October 22, 2021.