



**City of Portland  
Job Opportunities  
December 30, 2022**

**TAX ASSESSOR**  
Assessor's Office

The City of Portland, Maine is seeking a highly qualified, dedicated individual to serve as its next Tax Assessor. The Assessor works as part of the City's leadership team, reports to the Assistant City Manager, and heads up an experienced team of assessing professionals. The Assessor's Office is responsible for assisting customers with their real and business personal property taxes and exemptions; setting and defending property valuations; and guiding the City's tax strategy.

Portland is a thriving municipality that boasts world class dining, arts, culture and tourism, and provides all of the benefits of a large city. Unlike a large city, however, Portland is only minutes from beaches, mountains, farmland, and other highly desirable recreational opportunities. With more than 65,000 citizens, Portland is Maine's largest city, but is small enough to maintain a close sense of community. Portland has more than 24,000 real estate accounts and 3,200 business personal property accounts and, for FY23, had a total taxable property value of \$14.6 billion, which generates \$199 million in property tax revenue for the City.

The right person for this job will have at least ten years of progressively more responsible assessing experience, the utmost commitment to customer service, and possess excellent interpersonal, technology, oral and written communication skills and organizational skills. A bachelor's or graduate degree in business administration or related field is strongly preferred, and the right candidate must either be a Certified Maine Assessor or have the ability to become one within six months of hire. Offers of employment are contingent upon the completion of a satisfactory criminal background check.

Non-Union position – Grade E81 - The starting salary for this position is \$109,768 - \$135,006/year, and the City of Portland offers an outstanding benefits package, as well as options for some flexible work arrangements.

**Accepting applications until the position is filled.**

**To APPLY for this position, please click here:**

**<https://selfservice.portlandmaine.gov/ess/EmploymentOpportunities/JobDetail.aspx?req=244&sreq=3&form=5000&desc=TAX%20ASSESSOR>**

**City Benefits**

Permanent employees receive a generous benefits package that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.

The City of Portland is strongly committed to diversity in its workforce.

**Women and Minorities are encouraged to apply.**

We are an Affirmative Action/Equal Employment Opportunity employer.

**\*\*\*COVID-19 Vaccine Mandate\*\*\* For the safety of our employees and our constituents, the City of Portland requires that new employees be fully vaccinated against COVID-19 prior to the start of employment. Candidates may request an accommodation for medical reasons or sincerely held religious beliefs at the conditional offer stage.**

For questions contact Human Resources by email at [jobs@portlandmaine.gov](mailto:jobs@portlandmaine.gov) or 207-874-8624.

City Job Opportunities Website: [www.portlandmaine.gov/Jobs](http://www.portlandmaine.gov/Jobs)