



Township Assessor Employment or Contract Opportunity

Thomas Township is a dynamic, financially stable, and thriving community. We are interested in hiring a talented individual or firm to join our team in the role of Township Assessor. You may pick which employment option appeals to you:

1. Apply for a full-time position as Township Assessor with excellent benefits.
2. Respond to our RFP and perform duties as a contracted Assessor.

Our Township Assessor is resigning April 21, 2023 after almost 6 years of service with the Township. Thomas Township is required to have a MAAO (3) Assessor. It is our desire to hire an individual who will provide a competent level of service to our residents, businesses, and other Township departments. However, we recognize that for many communities the manner in which Assessing responsibilities are handled has changed significantly over the last decade. Many communities have moved to contracting for their assessing needs. The great thing about this opportunity is that we are offering you a choice. So, which option works best for you; Employee or Contractor?

Currently, our Township Assessing function is described as follows:

- Staff - 1 Full-time Assessor
- Special District - DDA
- Several Special Assessment Districts
- Utilizes BSA Assessing and Tax software as well as the Pivot Point Field Assessing software

Parcel count and values are as follows:

Property Class	Parcel Count	SEV
Agricultural	158	\$ 19,475,900
Commercial	218	\$ 41,284,300
Industrial	42	\$ 32,852,700
Residential	4,944	\$ 439,692,700
Personal Property	410	\$ 47,851,800
IFT Real	9	\$ 74,024,800
IFT Personal	4	\$ 335,100
Exempt	-0-	-0-
Total	4,002	\$527,099,600

COMMUNITY

Thomas Township is a growing and financially stable community located in the Great Lakes Bay Region. We are in close driving distance to Midland, Saginaw, and Bay City. The Township population is approximately 12,000 with Delta and Saginaw Valley State University each within 9 miles. There are three school districts within the Township including Swan Valley, Hemlock, and Freeland. Thomas Township has a strong combination of agricultural, manufacturing/industrial, residential, and commercial land uses. Both M-46 and M-52 are major State highways within the Township's borders.

The Township offers a wide range of recreational and cultural opportunities ranging from a train to concerts in the park. A new Nature Center and Preserve will be opening later this year. Four golf courses are located within the Township, along with several more within short driving distances. Numerous additional parks and recreational opportunities are also offered by Midland, Saginaw, and Bay City. Recreational programs throughout the Township and the Tri-County area include archery, crafts, soccer, softball, golf, basketball, volleyball, and tennis.

EMPLOYMENT

Under the general direction of the Community Development Director, the Assessor is responsible for overall direction and management of Township's property assessment program. Responsibilities also include identifying, inventorying, determining market values, and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods, and procedures to ensure fair and equitable assessments.

Salary will be negotiated through the selection process. Thomas Township offers a robust and generous fringe benefit package which extends coverage in a variety of areas, such as; medical, prescription, dental, vision, LTD, paid leave time, and employee life insurance options; HSA Plan and up to 12% employer contribution to a 401 or 457b plan deferred compensation programs. Also, relocation support may be available, depending on qualifications. For more information including an application and a copy of the job description to apply for this opportunity, please visit: <https://www.thomastwp.org/employment-opportunities/>

Deadline for submitting a cover letter, resume, employment application, and references is the close of business on April 14, 2023.

CONTRACTED ASSESSING SERVICES

The selected Company will operate under the general direction of the Community Development Director and will plan and administer the property appraisal/assessment program to ensure work is completed in accordance with all laws, regulations, and directives regarding the assessment of real and personal property of the State of Michigan. It is anticipated that a contractor will perform all the responsibilities in the job description.

For those individuals, partnerships, corporations, or units of government (Company), interested in contracting to provide assessing services, please respond to the Request for Proposal that can be found at <https://www.thomastwp.org/public-notices/bids-requests-for-proposals/>

Deadline for submitting a response to the Request for Proposal is close of business on April 14, 2023.

If you have any questions regarding the process, please contact Dan Sika, Community Development Director or Russ Taylor, Township Manager at 989-781-0150, or at the following email addresses: planner@thomastwp.org or manager@thomastwp.org.

**Thomas Township Office
249 North Miller Road
Saginaw, MI 48609**