



ANNOUNCES A RECRUITMENT FOR

CITY ASSESSOR

The City of Wausau, Wisconsin is excited to announce the recruitment and selection process for a City Assessor. This brochure provides background information on the City of Wausau, as well as the requirements and expected qualifications for the position.

Candidates should apply by electronic application to:

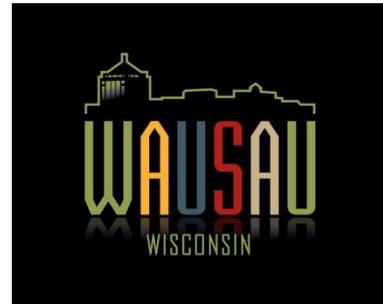
<http://www.ci.wausau.wi.us/Departments/HumanResources/EmploymentOpportunities.aspx>

The City of Wausau is an Equal Opportunity Employer.

This position will be open until filled. The City of Wausau will guarantee the first review of candidate applications that are received by July 12, 2016.

Jennifer Kannenberg, Human Resources Specialist

City of Wausau
407 Grant Street
Wausau, WI 54403
TEL: 715-261-6630
FAX: 715-261-4112



CITY ASSESSOR – WAUSAU, WISCONSIN



PROFESSIONAL ANNOUNCEMENT

City Assessor, Wausau, WI (pop. 39,160). Progressive, mature, full-service city with a lively downtown, Wausau is 95 miles northwest of Green Bay in Marathon County. Located on the shores of the Wisconsin River, Wausau is a friendly community known for its beautiful neighborhoods, vibrant corporations, dining and shopping opportunities, and abundant year-round recreational activities.

The City of Wausau is seeking an expert who can provide staff direction, and accurately determine residential and commercial property values within a thriving, central Wisconsin locale. Wausau is the hub of the Central and North-Central Wisconsin region with a metro population of above 100,000. Wausau is located between two major four-lane highways, Interstate 39 (north and south) and Highway 29 (east and west). The area is economically diverse; rating highly in our ability to grow jobs, yet affordability does not come at the cost of high quality amenities. The Wausau region continues a steady growth in job creation and economic viability among manufacturers and service providers alike and Wausau's employment is improving. The city oversees a 350 acre Business Campus, with businesses thriving in distribution, production and services. Wausau's competitive advantage is sustained in residential and commercial window manufacturing, the construction industry and related manufacturing products, paper manufacturing, insurance services, information technology and a strong emphasis on heavy metal fabrication and manufacturing. Wausau is within Marathon County, which ranks 9th out of 72 counties in tourism revenue dollars.

The City Assessor spearheads, manages, and directs all work processes of the City Assessment division by preparing and maintaining; appraisal and administrative procedures, departmental budget, long range goals, departmental policy, assessment staffing, fair and equitable assessment roll for real estate and personal property, computerized assessment system, and day-to-day operations.



CITY ASSESSOR – WAUSAU, WISCONSIN

The City is seeking a dynamic, hands-on manager experienced in collaborating with government leaders, citizens, businesses and stakeholders in determining residential and commercial property valuations. The ideal candidate will demonstrate skills and past success as a leader, public administrator and exceptional communicator. The preferred candidate will possess a passion for public service with a keen ability to recognize the limits of government with experience in establishing property valuations conforming to regulatory requirements while maintaining high quality service delivery standards. The Assessor will collaboratively lead and supervisor a professional staff of six with a budget of approximately \$600,000 while concurrently managing the property valuation process for the neighboring City of Schofield, Wisconsin.

The Assessor will work in concert with the Common Council, the Mayor, the Legal Department, Finance Department, and key City staff.

The successful candidate will possess a Bachelor's degree in Real Estate, Appraisal, Public Administration, Accounting, or related field, with ten (10) or more years of progressively responsible experience in commercial and/or residential valuation. The preferred candidate will have at least three (3) years' experience valuing complex commercial properties and six (6) years' experience working with a mass appraisal, computer based valuation system. Wisconsin State Department of Revenue Assessor II level certification, or equivalent from a state other than Wisconsin is required, and the successful candidate must obtain Wisconsin certification at the next available examination after hire. The successful candidate will also possess a valid motor vehicle operator's license and obtain a Wisconsin Driver's License within 30 days of hire. Proficiency in computer operations to include assessment software and the Microsoft Office Suite is required.

Residency within the City of Wausau is not required but highly encouraged. Salary range of \$62,238 to \$93,356 annually, with starting salary determined after a review of qualifications.

This position will be open until filled. The City of Wausau will guarantee the first review of candidate applications that are received by July 12, 2016.

Candidates should apply electronically at:

<http://www.ci.wausau.wi.us/Departments/HumanResources/EmploymentOpportunities.aspx> .

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COMMUNITY BACKGROUND

The City of Wausau (population 39,160) is located 95 miles northwest of the City of Green Bay in Marathon County. Wausau's history and development is directly tied to the Wisconsin River, which runs through it. Early in the City's history, the river served as a means of transportation, first for Native Americans and later for the explorers who came to the area. It then became a highway to float logs down as well as a source of power to run the saw mills for the logging industry.

The town was originally known as Big Bull Falls and formed in 1845. Marathon County was formed in 1850 and Big Bull Falls name changed to Wausau. In 1872, Wausau became a city under a new charter issued by the State of Wisconsin. In 1873, the first Mayoral elections were held and August Kickbush was elected Wausau's first mayor.

The landscape in Wausau changed significantly over the years due to fires and floods in the mid to late 1800s. In 1864, the great fire of Wausau occurred, with the town being saved by a bucket brigade formed by residents from the river to the fire. In 1874, the railroad came to Wausau and lumber rafting on the river ended.

CITY ASSESSOR – WAUSAU, WISCONSIN

In 1885, the first City Hall was built, followed by the telephone company in 1889. In 1906, electric street cars came to Wausau and the Marathon paper mill was built in 1909. By 1920, Wisconsin had gone from first to twentieth in lumber production in the United States.

In 1961, Highway 51, a four lane divided highway opened. In 2002, Governor McCallum announced that Wausau was accepted in the Main Street Program. The city entered into several private-public partnerships which changed the cityscape to include both a four-story and a 10-story building which improved the tax base and increased employment in the community.

WAUSAU TODAY

Today, Wausau is a bustling, family-friendly city with a vital commercial and retail district. The City's geographic location provides excellent transportation access and year round sports and recreational activities such as snow skiing, curling, snow shoeing, fishing, boating, kayaking, mountain biking and many others. Special events like the World Ice Fishing Championships and The Wisconsin Woodchucks baseball all are home to Wausau.



Wausau Events, a local non-profit organization designed to bring community events to Wausau, sponsors activities such as the Celebrate Summer Series, Family Fun Series, Concerts on the Square, Marketplace, Chalkfest, Hot Air Balloon Rally, Rib Fest, Big Bull Falls Blues Festival, Harvest Fest, Winter Fest, Brew Fest and the Holiday Parade.

The Grand Theater is a cornerstone of Wausau's downtown with over 300 events taking place each year, including nationally recognized performances. The Leigh Yawkey Woodson Art Museum, known for its internationally acclaimed *Birds in Art* exhibition, continually strives for excellence in providing audiences with quality art experiences through their permanent collection, changing, diverse exhibitions, and education programs for all ages.

Other annual events held in Wausau are the International Canoe and Kayak Whitewater Races, Badger State Winter Games, the Wisconsin Valley Fair, Children's Festival, Jaycees 4th of July Celebration, Susan G. Komen race, Art in the Park, Festival of Arts, and Festival of Trees.

There are 14 elementary schools, two high schools, two middle schools and one early childhood center in the Wausau School District. The city also has one technical school - Northcentral Technical College, one two-year university - University of Wisconsin-Marathon County, and seven parochial schools.

Wausau's neighborhoods provide a wide variety of housing stock. These diverse neighborhoods, combined with excellent schools and an engaged citizenry, provide the foundation for a high quality of life for Wausau's residents.

WAUSAU AT A GLANCE

Population:	39,160
Households:	18,154
Equalized Assessed Value:	\$2.6 billion
Land Area:	18 square miles
Median Home Value:	\$115,600
Median Household Income:	\$41,706

CITY ASSESSOR – WAUSAU, WISCONSIN

CITY GOVERNMENT

The City of Wausau is a progressive, dynamic, full-service municipal organization. The City is governed by a Mayor who is elected at large, together with 11 Alderpersons, one from each of the 11 districts covering the City. Council meetings are held on the 2nd and 4th Tuesdays of each month.

The City has approximately 320 employees with an annual budget of approximately \$95 million.

The City's Mission Statement is: *In response to our citizens, we will provide services in the most effective and efficient manner in order to promote and enhance our living environment. Plan and encourage positive growth. Promote a positive community image by encouraging citizen involvement and civic pride.*

CITY VALUATION

For the City of Wausau property taxes is the largest and single most important revenue source available to fund city operations. The level of property taxes generated is based upon the valuation of properties located within the city and the tax rate. Property valuation on the real estate tax bill can be confusing as the State of Wisconsin utilizes the dual valuation process.

The equalized valuation is intended to represent market value. The equalized valuation of each municipality is determined annually by the State of Wisconsin. This valuation is assigned in total to the municipality - not by parcel. This valuation is used by governmental units that allocate taxes to many taxing jurisdictions such as the state, school district, county and technical college.

The assessed valuation of each residential and commercial property parcel within the city is determined

BUDGET YEAR	EQUALIZED VALUATION	% INCREASE	ASSESSED VALUATION	% INCREASE
2005	\$2,080,684,300	3.87%	\$2,118,236,300	27.26%
2006	\$2,233,469,700	7.34%	\$2,194,171,700	3.58%
2007	\$2,433,934,300	8.98%	\$2,274,289,300	3.65%
2008	\$2,504,826,100	2.91%	\$2,595,448,100	14.12%
2009	\$2,768,967,000	10.55%	\$2,670,251,200	2.88%
2010	\$2,726,775,100	-1.52%	\$2,710,877,800	1.50%
2011	\$2,681,223,200	-1.67%	\$2,729,456,700	0.68%
2012	\$2,652,252,200	-1.08%	\$2,735,039,900	0.20%
2013	\$2,554,319,700	-3.69%	\$2,723,406,100	-0.43%
2014	\$2,520,917,800	-1.31%	\$2,738,200,500	0.54%
2015	\$2,655,928,800	5.36%	\$2,748,578,600	0.38%

by the City of Wausau Assessor. The State of Wisconsin is currently responsible for the valuation of manufacturing property. These valuations are used to calculate the real estate taxes owed on the individual parcels or properties. The assessed valuation of property is adjusted when appropriate, to reflect changes such as improvements, property sale, annexation, new construction or demolition. Periodically all property valuation is adjusted during a citywide reassessment. During this city-

wide assessment, individual property values are adjusted to reflect proximity of fair market value. The last city-wide reassessment which re-established values of all property was effective 1/1/2015. Prior re-evaluations have been conducted in 2007, 2004, 1996, 1986 and 1974. The assessed value and equalized value of each parcel are reported on the tax bill. The City of Wausau typically completes the assessment process each year in early June. Manufacturing values are received from the state in November. After five years of declines in the equalized valuation the City experienced a 5.36% increase for the 2015 budget.

THE ASSESSMENT DEPARTMENT

The City Assessor's Office is located at City Hall, 407 Grant Street. This Department fairly and equitably values all real and personal property in the City of Wausau and the City of Schofield by following Wisconsin State Statutes (predominately chapter 70), the Wisconsin Property Assessment Manual (Wisconsin Statutes 73.03, the Wisconsin Constitution Article VIII, and Uniform Standards of Professional Appraisal Practices (USPAP) requirement to deliver a high quality annual assessment roll. The City and other taxing authorities operating budgets' extensively depend upon the City's annual assessments and the generated tax revenue. For more information, please the website at: <http://www.ci.wausau.wi.us/Portals/0/Departments/Finance/Documents/2015adoptedbudget.pdf>

CANDIDATE QUALIFICATION CRITERIA

The City Assessor is a visible, Department Director position in the City of Wausau requiring well-developed management and administration abilities. The Assessor must be technically proficient, highly motivated, self-starting, confident and persuasive individual with excellent interpersonal skills.

The City is seeking proven and progressive candidates committed to excellence. The following factors of education, experience, leadership, and personal and professional traits have been identified as necessary and/or desirable for the Assessor to succeed within this position. The starting annual salary range for the City Assessor is \$62,238 to \$93,356, with starting salary determined after a review of qualifications. The City of Wausau offers a competitive benefit package to include membership in the Wisconsin Retirement System, executive leave, accrued vacation leave and sick leave, health, dental, and vision benefits, as well as employee Wellness Incentives.

EDUCATION, EXPERIENCE, AND ABILITY

Graduation from an accredited college or university with a Bachelor's degree in Real Estate, Appraisal, Public Administration, Accounting or related field.

Ten or more years of progressively responsible experience in commercial and residential valuation or any equivalent the combination of education and experience is desired.

At least three (3) years' experience must include evaluating complex commercial properties and six (6) years' experience working with a mass appraisal, computer based valuation system is preferred.

Wisconsin State Department of Revenue Assessor II level certification, or equivalent from a state other than Wisconsin is required, and the successful candidate must obtain Wisconsin certification at the next available examination after hire.

The successful candidate will also possess a valid motor vehicle operator's license and obtain a Wisconsin Driver's License within 30 days of hire.

Proficiency in computer operations to include assessment software and the Microsoft Office Suite is required.

Ability to advise and provide interpretation regarding the application of laws, policies, procedures and standards related to property assessments.

MANAGEMENT STYLE AND PERSONAL TRAITS

Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of co-workers, citizens, elected and appointed officials, as well as the general public.

Proven ability to be an exceptional, tactful, collaborative, clear and concise communicator with taxpayers, property owners, Mayor, City Council, City Department Director's, Attorneys, Appraisers, Realtors, County Treasurer, County Register of Deeds, and Taxpayer groups.

Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.

Proven track record of working with mathematical concepts such as probability and statistical inference and fundamentals of plain and solid geometry and trigonometry. Must analyze and categorize data and information and be able to teach and translate this to others in an easy-to-understand manner.

Be highly motivated, innovative, and proactive; be a goal-oriented self-starter with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.

Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the City Assessor's position; have a good work ethic. Treat others with respect and consideration, regardless of their status or position.

Have the maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect with regard to property valuation programs and services within the Department, the City, and the Community as a whole.

