



### **Gladwin County Equalization Director**

The Gladwin County Board of Commissioners is seeking a qualified individual to fill its Equalization Director Position. The Director serves at the pleasure of the five member Board of Commissioners. The Equalization Department is primarily responsible for assisting the Board of Commissioners in equalizing property tax assessments and assisting assessors within the County.

Duties include in part:

- Preparation of an Equalization Report.
- Preparation of a Millage Reduction Report which identifies the millage reduction fraction for all tax levying jurisdictions within the County.
- Preparation of the Tax Apportionment Report for property taxes throughout the County.
- Maintenance of all property description records within the County.

Minimum Qualifications include:

- Possession of MAAO or MMAO
- Proficiency with BS&A and Pontem Software
- Knowledge of GIS
- Experience in property appraisal
- Assessment administration and management
- Experience with IFE's, DDA's Neighborhood and Renaissance Zones preferred

Gladwin County ad-valorem assessed value is 1,075,729,566, taxable value is 942,702,205 with a parcel count of 28,000.

Interested applicants must submit a detailed resume including copies of required certifications.

Salary is negotiable.

Gladwin County Commissioners  
Gayle L. Reid Executive Secretary  
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