

**Office of the Town Manager
100 Main Street
Topsham, Maine 04086**

Assessor

The Town of Topsham, Maine seeks an outstanding candidate to fill the position of Assessor. This is a highly responsible department head position, and a member of the Town's senior management team.

Topsham is a dynamic, welcoming, and Maine certified business friendly community of close to 9,000 residents. Spanning approximately 36 square miles; Topsham borders Merrymeeting Bay at the mouth of the Androscoggin River. There are approximately 4,691 real estate parcels with over 230 commercial and industrial properties. Topsham is home to the Topsham Fair, a strong business community, and many historical and conservation areas of interest. Topsham borders the towns of Brunswick, Bowdoinham, Bowdoin, Lisbon, and Durham. Topsham is also surrounded by many Mid-Coast attractions to include Bowdoin College, LL Bean, Bath Iron Works, and numerous recreational areas.

This position is responsible for supervising and conducting the appraisal and assessment of real and personal property for tax purposes and developing the methods and procedures for administering the assessing program; all in accordance with Maine State Statutes. The Assessor will perform a variety of complex and technical work in the appraisal of commercial, residential and personal property. Candidates should review the complete position description in detail for the essential functions and requirements of this highly responsible role.

Interested applicants will hold the knowledge of public or business administration (or a related field) equivalent to completion of a 4-year college degree and at least five (5) years of related experience. The candidate may also hold the equivalent combination of education and experience that allows for the effective performance of the position requirements. Certification as a Certified Maine Assessor is required.

The starting salary will be negotiated DOE. The Town of Topsham offers an excellent benefit package including options for health, dental and/or life insurances; short-term disability, retirement plan choices, educational reimbursement, paid vacations, sick time and paid holidays.

An employment application is available, along with the position description, from the Town Manager's Office, 100 Main Street, Topsham, Maine. Materials are also available online and can be found at www.topshammaine.com. A Town of Topsham application form is required and should be returned with a cover letter, resume and salary requirements to the Town Manager's office. ***The closing date for applications will be Monday, November 19th by 4:30 p.m.***

The Town of Topsham is an Equal Opportunity Employer

