



DEPARTMENT OF REVENUE ADMINISTRATION
DIRECTOR OF MUNICIPAL & PROPERTY DIVISION
Unclassified Salary Schedule HH
\$84,507 – \$117,805*

The New Hampshire Department of Revenue Administration seeks a Director for the Municipal and Property Division. The role of Director is to plan, manage and administer the Division's objectives which include assuring fairness, equity and proportionality in the assessment and collection of property taxes and the administration of municipal finances in the state by establishing tax rates, providing technical assistance and education to municipal officials, monitoring revaluations, reviewing assessment practices, equalizing local assessed valuation, appraising public utility and railroad property, and administering timber and gravel taxation. The successful candidate will also represent the Commissioner before the legislature, at administrative agency hearings before the Board of Tax and Land Appeals, and as a delegate for legislatively mandated administratively attached boards. Additional responsibilities include formulating policy and procedures for the division, direct and indirect supervision of approximately 30 division employees, and acting as a principal member of the department's leadership team.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree from a recognized college or university with major study in public administration, business administration, accounting, public finance, engineering, or another field relevant to the job duties of the position. Each additional year of approved formal education may be substituted for one year of required work experience.

EXPERIENCE: Seven years' experience in the field of property appraisal, property assessment, municipal finance, municipal government, municipal law, public administration, or another related field. Preference will be given to candidates with three or more years' experience serving in a leadership or supervisory role. Each additional year of approved work experience may be substituted for one year of required formal education.

Position will remain open until filled. For further information regarding this position, please contact Kathryn Stillings, Human Resources Coordinator, Department of Revenue Administration (603) 230-5015 or Kathryn.Stillings@dra.nh.gov

*Salary commensurate with education and experience