



**City of Albany
Common Council**

CALL FOR APPLICATIONS

Board of Assessment Review (BAR)

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

Title of Position:

Member, Board of Assessment Review

Term of Appointment:

Appointments are typically for a five-year term.

The start date and duration of appointments may be effected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

Qualifications of Members:

Appointment members of the Board must reside in the City of Albany and should be individuals with knowledge of property values within the municipality. Members must attend and complete a training course in order to participate in the hearing and determinations of assessment complaints.

Position Responsibilities/Duties:

The Board of Assessment is a five-member body appointed by the Common Council.

The sole purpose of the Board of Assessment Review is to guarantee taxpayer rights by hearing real property assessment complaints (grievances) and arriving at fair and impartial determinations regarding those complaints.

The required training course will not exceed four hours in length and shall include, but not be limited to, the functions, duties, and responsibilities of the Board of Assessment Review. This includes assessment review, assessment procedures, and exemption administration. Additional topics may include real property tax legislation, judicial decisions, and administrative opinions.

The Board's work will primarily take place during a five-week period, generally the last week in May through the month of June. Members of the Board should expect to work five days a week, eight hours a day during that period. This should be considered a full-time job during that period. Board members

will be compensated \$3,000 annually during their term of appointment (NOTE: during citywide reassessment BAR members receive a higher level of compensation).

In addition to hearing grievances and making determinations as part of the regular grievance process, during a citywide reassessment board members may also assist property owners with preliminary assessed valuations and informal challenges.

Statutory Authorities:

- NYS Real Property Tax Law, Section 523; and
- Part 11 (Department of Assessment and Taxation) of Chapter 42 (Departments and Commissions) of the Code of the City of Albany.

Application Requirement:

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council
Attn: Shaniqua Jackson, City Clerk
Room 202, City Hall, Albany, NY 12207
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: commoncouncil@albanyny.gov/
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

Deadline for Applications:

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

Policy Statement

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.