



CHIEF COUNTY ASSESSMENT OFFICER



McHenry County
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THE COMMUNITY

McHenry County, Illinois (population 320,000) is located in the northwest region of the Chicago metropolitan area. With a blend of rural and suburban living, McHenry County offers a change of pace from the urban environment. Whether looking for a place to raise a family or build a business, McHenry County has something to offer to everyone.

Over 30 communities offer year-round recreational activities including hiking, biking and exploring over 20,000 acres of conservation land as well as all or part of 3 state parks and natural areas. Abundant water recreation is available on the Fox River as it winds its way through the eastern portion of the county. Family friendly attractions and events welcome visitors in all seasons and the arts abound throughout McHenry County.

With easy access to Interstate 90, the County has become one of the fastest-growing counties in the State of Illinois. From 2000 to 2008, the County has grown an estimated 22%.



McHENRY COUNTY GOVERNMENT

With the rapid growth of the County, the government center is constantly growing and changing to meet the needs of the citizens. McHenry County offers a wide variety of services including:

- Stormwater Management
- Community and Economic Development Programs
- Highway Maintenance
- Health and Welfare Services
- Court System
- Law Enforcement/Jail
- Nursing Home
- Animal Control

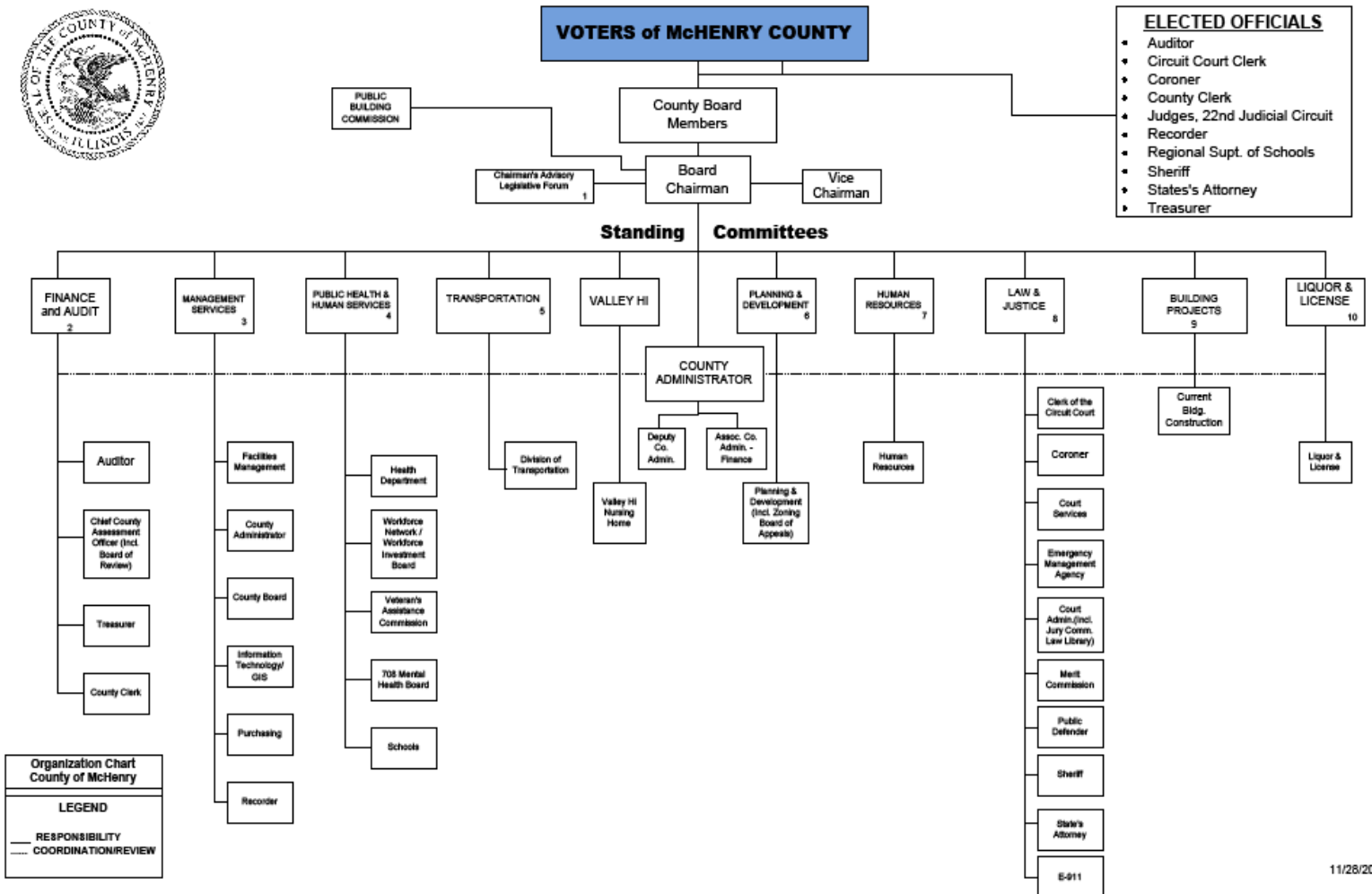
McHenry County Government operates under the Illinois County Code and related Acts for non-home rule counties.

There are eight independently elected officials, the Judiciary, and a twenty-four member County Board, elected from multiple-member districts. An Administrator appointed by the County Board carries out policy directives and oversees the day-to-day operations of County services.

There are twenty-seven operating departments. Those managed by the elected officials include the Auditor, Clerk of the Circuit Court, Coroner, County Clerk, Recorder, Sheriff, State's Attorney, and Treasurer. The remaining departments are managed by appointed Department Heads reporting to the County Administrator or other policy-making bodies established by law.

The County has a reputation for utilizing sound management practices across its broad range of operations and is in a strong financial position. For example, it has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Additionally, the County annually develops a strategic plan, providing a road map for the County on priorities for the future.

McHenry County prides itself on its progressive approach to County government. In Fiscal Year 2009, County services will be provided by a staff of approximately 1,400 utilizing a total budget of just over \$243 million. The facilities of the McHenry County Government are very impressive and have grown with the increasing county population. In the past decade, the County has completely remodeled and expanded its Health Department, Courthouse and Jail, and built a new County Administration building, the County Nursing Home, Treasurer's Office and Animal Control.



11/28/2006

McHENRY COUNTY ASSESSMENTS OFFICE

The functions of the McHenry County Assessment Department are carried out by 18 employees assigned to three divisions: Assessments, Board of Review, and Mapping. The key function of the Assessments Office is to direct the countywide valuation of real property for the purpose of real estate taxation.

Within McHenry County, there are 17 township assessors, 149,090 parcels, and a total equalized assessed value of \$11,301,761,559.

The Department reports directly to the County Administrator and the seven members of the County's Board Finance and Audit Committee in order to provide the utmost superior level of service to everyone they come in contact with.

The Chief County Assessment Officer is responsible for directing the functions of the department as required by the Illinois Property Tax Code. This does require significant understanding of statute and legislation that impacts department activities and resources.

Some of the core duties of the Chief County Assessment Officer include:



- Provide assistance and information to the individual township assessors
- Monitor all functions for compliance with state statuses and IL Department of Revenue procedures
- Apply exemptions and preferential assessments
- Analyze sales data and conduct sales ratio studies
- Apply equalization factors
- Provide proper taxpayer notification of assessments through mailed notices and publication
- Monitor and direct an unbiased appeal procedure to assure due process
- Prepare abstracts and reports for submission to the Illinois Department of Revenue
- Timely certification of the completed assessment roll to the County Clerk in manner to facilitate timely tax calculation and billing as prescribed by statute
- Assist Board of Review in defense of decisions when appealed to the Illinois Property Tax Appeal Board.
- Maintain Parcel Identification Numbering System
- Maintain an accurate county cadastral map system, including line maps, and other property & owner information, to be used by the property tax function, other county offices, other governmental offices and the public, in conjunction with the County's Geographical Information System.
- Develop, design, coordinate and implement departmental procedures to comply with all provisions of the Illinois Property Tax Code, Freedom of Information Act, Open Meetings Act, and County policies.
- Design and implement new schedules, proce-

dures and work flow to accommodate applicable changes in assessment law.

- Prepare and administer budget for department of approximately \$1 Million for 2009.

CANDIDATE QUALIFICATIONS

The Chief County Assessment Officer must lead by example, providing clear direction to the department while balancing the many competing interests of the various stakeholders and interest groups. The Director must be a strong administrative leader, excellent communicator and facilitator. The education and experience listed below have been identified as ideal attributes for the next Chief County Assessment Officer.

Education and Experience

Possession of a baccalaureate degree in accounting, business administration, or finance, or direct experience in Assessment Administration,

Certification as Illinois Assessing Officer (CIAO) and/or other qualifications as prescribed by 35 ILCS 200/3-5,

Pass the Chief County Assessment Officer examination conducted by the IL Department of Revenue. (scheduled for January 27, 2010, see page 6 of this brochure for details),

Have at least six years experience in property appraisal or assessment including three years in a management level position,

Knowledge of building construction practices and building and land values,

Knowledge of laws and regulations relating to property assessment,



Knowledge of appraisal theory and application,

Knowledge of information technology methodology as related to the dissemination of real estate assessment databases between Township and County real estate tax Officials,

Have experience in planning and supervising the work of others,

Have the capability to analyze reports and recognize the various factors affecting the assessment program,

Possess considerable skill in dealing effectively with others,

Have the capability to analyze and draw conclusions from valuation indicators,

Have a record of continuing professional education and training, keeping "current" with appropriate development concepts and management techniques and practices,

Have a record of experience that demonstrates the ability to see the "big picture" as well as the ability to develop detailed, innovative, and imaginative cooperative assessment solutions to difficult or complex issues,

Have the experience and ability to direct and monitor the activities of a professional staff, following up on projects and assignments to ensure timely and effective completion,

Be successful in developing and maintaining effective working relationships with the County Administrator, elected officials and members of various boards and commissions ,

Have experience in intergovernmental relations and the ability to interact personally with

other jurisdictions, public interest groups and constituencies,

Have sufficient experience to evaluate the department's organizational structure, staffing, and operations, all toward delivery of County services in a customer friendly, progressive, cost-effective, consistent, impartial, and ethical manner,

Have a professional style and demeanor; must speak effectively to various boards, committees and groups.

COMPENSATION & BENEFITS

McHenry County is interested in obtaining the best possible candidate for the position of Chief County Assessment officer and anticipates offering a competitive salary depending on qualifications. This position does include the following benefits:

Group Health:

Option of BCBS HMO or PPO. PPO in-network coverage has a \$175 deductible for the employee/dependents and covers most services at 90%. There is no co-pay. HMO has no deductible. HMO does have a \$10 co-pay.

Dental:

PPO Dental plan available.

Comprehensive Sick and Vacation Package.

Retirement:

Participation in the IMRF (Illinois Municipal Retirement Fund). Employee contributes 4.5% of their gross wages. The County contributes a portion as well.

Deferred Compensation:

Optional, 457 Plan offered through Nationwide Retirement.

CHIEF COUNTY ASSESSMENT OFFICER TESTING INFORMATION

The Department of Revenue, Springfield, Illinois has fixed Wednesday, January 27, 2010, as the date for an examination for the Chief County Assessment Officer.

The examination will be held at McHenry County in the Administration Building, located at 667 Ware Road, Woodstock, IL, Conference Room C, at the hour of 9:00 a.m.

Application forms and information may be obtained by contacting Crystal Schilling at the McHenry County Human Resources Department. Individual's interested in taking the examination should contact Crystal Schilling at 815/334-4216 by 10:00 a.m. of the day before the examination to register.

To be eligible for election or appointment to the Chief County Assessment Officer, an individual must meet the eligibility criteria set forth in 35 ILCS 200/3-5 of the Property Tax Code.

The examination and facilities will be handicapped accessible in compliance with state and federal laws. Persons in need of special accommodations should notify Crystal Schilling by January 20, 2010.

APPLICATION PROCESS

Qualified applicants please submit your resume and letter of interest (including salary history) to:

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Website: www.co.mchenry.il.us

McHenry County anticipates having the new Chief County Assessment Officer in place by May 2010.

In order to reach this tentative date, below is a timeline of the application process:

January 1—31, 2010	Receive Applications
January 27, 2010	Chief County Assessment Officer Exam
Late February, 2010	Conduct First Round Interviews
Early March, 2010	Conduct Second Round Interviews
March, 2010	Offer will be made
May 2010	Tentative Start Date of New CCAO

References will be contacted once a mutual interest in the position has been established. All candidates will be notified of their status once the finalists have been selected.