

EMPLOYMENT OPPORTUNITIES – Last Update 5/10/12

Reading is an Equal Opportunity Employer M/F

Position, Division, Department

Appraiser, Assessment Division, Finance Department

To Apply for a Position:

Applications are available in the Human Resources Office, 2nd Floor, Town Hall, 16 Lowell Street, Reading, MA from 7:30 a.m. to 5:30 p.m. Monday, Wednesday, Thursday and until 7:00 p.m. on Tuesdays, or may be downloaded from the web site. Submit your application or resume to the Human Resources Office or send your resume by e-mail, as a Word document or PDF, to personnel@ci.reading.ma.us. If you have any questions, e-mail or call the Human Resources Office at 781-942-9033.

FINANCE DEPARTMENT

Appraiser

Responsibilities: Serving as Head of the Assessment Division, the employee is responsible for highly complex administrative, supervisory and professional work in assessing real and personal property; in planning, managing and directing the activities of the Assessing Division. Must have the ability to perform the assessment function on an in-house basis. Experience with the Community Software Consortium (CSC) a plus. Municipal and/or MA experience preferred. Next triennial revaluation scheduled for FY2014. Town has recently executed a contract with Patriot Properties to evaluate real property on an annual basis. As such, overseeing this process will be required.

Qualifications: Applicants must have a Bachelor's Degree in business or a related field and a minimum of 5 years of related real estate valuation experience. Must have State designation of MAA or the ability to attain it within two years of appointment. Must have and maintain a valid driver's license. State certified appraisal license or recognized appraisal designation is a plus. Familiarity with Patriot Properties software a plus.

Salary Range: \$69,459 to \$86,366.

Hours: 37 ½ hours per week

Send a cover letter and resume to Carol Roberts, Human Resources Office, Town Hall, 16 Lowell Street, Reading, MA 01867 or by e-mail to personnel@ci.reading.ma.us. Resumes will be reviewed in order of receipt until position is filled.

FIRE DEPARTMENT

Firefighter

Firefighter positions are filled through Civil Service Examinations scheduled by the Commonwealth of Massachusetts Human Resources Division and an interview process with the Town. Call Customer Service at the Human Resources Division at (617) 727-3777 or toll free at 1-800-392-6178, or check the website at www.mass.gov/hrd for an examination schedule.

