

BOARD OF ASSESSORS

March 4, 2022 – Special Meeting

This meeting was called to order at 10:00 am by Grace Sullivan, Chairperson with Diane Snow, Secretary, Suzanne Bergeron, Member and Robert Bishop, Personnel Director present.

Public Participation: While the meeting was open to the public, there were no citizens in attendance.

New Business:

Finalist Interview for City Assessor position-

Ashlie Brown was interviewed using the attached questions which were rated by each Board member.

Barton Taylor was called this morning by Mr. Bishop and he declined to be interviewed.

Deliberation and vote to offer the position-

Following the interview, Diane moved to appoint Ms. Brown as City Assessor, which Suzanne seconded. Motion passes unanimously.

Grace then called to adjourn the meeting, which was passed unanimously. Meeting was adjourned at 10:45 am.


Grace Sullivan, Chairperson Diane Snow, Secretary Suzanne Bergeron, Member



City of Westfield – City Assessor Interviews

Candidate: _____ Date: _____

Evaluator: _____ Total Score: _____

1. Can you please describe for us your education, training, and work experience that you feel makes you a good candidate for this role?

Poor Response

1 2 3

Adequate Response

4 5 6 7

Good Response

8 9 10

2. This position collaborates with a large variety of municipal employees as well as the general public. How do you ensure that assessor related terms and information is properly understood by a diverse audience?

Poor Response

1 2 3

Adequate Response

4 5 6 7

Good Response

8 9 10

3. What are your long term career goals?

Poor Response

1 2 3

Adequate Response

4 5 6 7

Good Response

8 9 10

4. As a managerial position, how do you continue to build cohesion with an already established team? How do you integrate a new employee into an established team?

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

5. You've made a mistake on a vital estimation but nobody will know about it. How would you handle this situation?

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

6. Tax laws are constantly changing and updating, how would you keep up-to-date with the changes so the City is in compliance?

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

7. Can you explain the importance of technology in performing the functions of a City Assessing Department?:

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

8. Can you define the role that the City Assessor plays in the yearly City budget process?

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

9. In your current position, tell us how you stay organized, as well as the process that you follow to prioritize responsibilities when they all seem equally important.

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

10. How do you minimize errors in your work?

Poor Response
1 2 3

Adequate Response
4 5 6 7

Good Response
8 9 10

Observations

Poor

Good

Appearance

1

2

3

4

5

Did they dress in a manner that shows they want the job and respect the process?

Poise

1

2

3

4

5

How do they handle the stress of the interview? Did they relax? Do they take the process seriously? Were they attentive?

Communication

1

2

3

4

5

Did they answer the questions appropriately and completely? Did they make eye contact? Have a clear voice?

Enthusiasm

1

2

3

4

5

Do they want the job? Do they want to make a commitment? Do they want to bring value to the City?

Score on questions: _____

+

Score on observations: _____ = please write the total score on front page.

Comments: