



CEU Packet

1022 - Effective Leadership Communication in the Office and Organization

07 MANAGING PUBLIC RELATIONS AND COMMUNICATIONS

Description:

This session will be focused on the use of Communication skills to become an effective leader in both your office and your professional organizations.

Start Date: 9/1/2021 3:00:00 PM

End Date: 9/1/2021 4:00:00 PM

Learning Outcomes:

1. Take a deep dive into communication skills as a whole in a work environment. And a major take away that listening/understanding is just as important part of communication as "talking".
2. Putting these communication skills to use in the office setting to keep your office running effectively and efficiently.
3. Discuss how communicating with employees differs from talking to other members of your professional organizations, and how using these communication skills discussed previously to keep the organization moving forward as a group and not as individuals.

Presenters:

Gregory Hutchinson - Howell Township and the Borough of Fair Haven, NJ

Effective Leadership Communication in the office and Organization

Timed Outline

Intro- 5 minutes: Introduce myself and the topic. Give some brief “hypotheticals” in the office and organization when things didn’t “go well” and how the situation could have been improved with better communication.

Content- 30-40 minutes: total including audience participation. Breakdown below;

10-15 minutes: on my top 10 communication skills that are needed for effective leadership in any work environment. Using real life examples on how and when these skills can be used.

10-15 minutes: This section will be on using communication skills to run an assessor’s office specifically with a “boss”/”worker” dynamic.

10 minute: Discussion on being in a leadership role of a professional organization and how these communication skills come in handy for all involved. With more of a colleagues dynamic, and the delicate “tap dance” when you are “leading” others who may have been in the business far longer than yourself.

Conclusion- 5-10 Minutes: Wrapping things up with audience participation and built in question and answer session at the end.

Gregory T. Hutchinson CTA, CPE

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OBJECTIVE To obtain the position of Tax Assessor

WORK

IAAO Rep for State of New Jersey (2018-present),

President of NJIAAO(Immediate past),

NRAAO (Northeastern Regional Association of Assessing officers) **Immediate past Vice President**

Tri-County Vice President (Current AMANJ VP) Monmouth, Ocean, Burlington

President of Monmouth County Assessor's Association (immediate past president)

Certified Tax Assessor (CTA) State of New Jersey

Howell Township Tax Assessor-(April 2009-Present)

Fair Haven Borough Tax Assessor (July 1,2014- Present)

Performs all duties and responsibilities for a municipal Assessor in ADP

Including and not limited to defending tax appeals ,over 3000 county boards. 100's of State Tax appeals. Have completed municipal-wide annual reassessments. Responsible for over 21,000 line items in one of the largest Municipalities in Monmouth County. Over 400 Active farm assessed properties, Wide variety of commercial properties and Industrial in Howell Township along with the 16,000+ residential properties. Certified 200' list. Work with engineers making corrections to tax maps and subdivisions.

Responsible for one clerk, one assistant, and a deputy assessor under my management.

Well versed in all of the administrative duties of the assessor including to but not limited to senior and veterans deduction, as well as all exemptions, Chapter 91 income and expense mailings, have completed all field work (inspections)for added assessment process in this position and prior. with skills in data entry (vectoring) and a working knowledge of both Microsystems and Vital computer programs

Deputy Tax Assessor Middletown Township- (Oct.2008-April 2009)

Principle Assistant Tax Assessor the City of Asbury Park- (March 2007- Oct. 2008)

Certified Tax Assessor Westmoreland County Pa (CPE) (Oct. 2005-March2007)

IAAO PRESENTATION HISTORY:

2019 IAAO Conference Niagara Falls: Assessing your Career

2020 IAAO Conference Virtual: PR and assessing. "a offensive approach to a defensive profession.

2021 Conference Chicago: Communication in effective leadership.

EDUCATION Bachelor of Science in Geography Land Use, May of 2005, Shippensburg University,

Shippensburg PA 17257

GIS Certificate (Geographic Information Systems)

Relevant Coursework: IAAO Class records available upon request

- Prop. Tax Admin. Part 1 & 2 Rutgers(NJ) - 4 week CPE (Pa)classes from IAAO
- USPAP -Advanced GIS -Remote Sensing -Cartography -Intro to GIS
- World Geography -Urban Geography -Introduction to Public Administration
- State and Local Government -American Government -Economic Geography
- Environmental Land Use Planning -Land Use -Transportation Geography
- Geography of U.S. and Canada -Environment Geology -Physical Geography

Computer Skills:

- Geographic Information systems
- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsystems Cama and Mod IV

- Vital Online Cama and Mod IV for assessing purposes also encoding
- very well versed in County Appeal System & Tax Board Portal

COMMUNITY Scout Master Boy Scout Troop 136 Hazlet, NJ

SERVICE Head Coach MLL softball 6-8

Assistant coach Flag football Hazlet league

Head Coach for Middletown BYAA soccer

REFERENCES Available upon Request