



City of Framingham, MA

January 17, 2025

Position Vacancy

RFP #25-001-02

Position: Assistant City Assessor
Department: Assessors Department
Salary Range: S1: Full Range: \$98,467 - \$136,498
Anticipated hiring range: \$98,467 - \$104,000
Schedule: Monday, Wednesday, Thursday 8:30 a.m. - 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

Position Purpose:

Working under the direction of the City Assessor, the Assistant City Assessor will be directly involved in all efforts to value all City property; will assist in the defense of assessed values (BOA appeals & Appellate Tax Board); will be responsible for training new Assessing Department employees; has some supervisory responsibility for Assessing Department employees; and is expected to help improve related processes, valuation models and record keeping.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Assists Chief Assessor in valuing all city property on an annual basis for quinquennial DOR certification year, interim years, and Appellate Tax Board and other as may be assigned.
2. Participates in the maintenance, correction, and update of information in City's computer assisted Mass Appraisal (CAMA) systems (Real Estate and Personal Property), and various other electronic databases.
3. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
4. Handles department-related sensitive and/or confidential information including: commercial/industrial property income and expense data, and other submitted personal data.
5. Exercises good independent judgment and builds efficiency into existing activities.
6. Responds to technical inquiries, handles all aspects of annual property data reporting requests, and manages related communications received by email, phone, and in person; occasionally addressing groups, if requested.
7. Meets with property owners, private appraisers, professional property managers, attorneys, assessors, tax representatives, and others regarding property values.
8. As assigned, communicates with outside organizations and other City departments to gather additional information.

9. Individually, and as part of a team, conducts physical field work such as inspections of properties to collect and verify property data necessary for determining full and fair value for all property types.
10. Trains field Assessors and others in field inspections utilizing proper procedures and practices.
11. Generate computer reports to assist in the statistical analysis of assessment values, land valuations, sales ratio studies, etc. Prepares valuation summaries and spreadsheet analyses for review by Chief Assessor.
12. Prepares analysis of potential liabilities posed by pending taxpayer ATB appeals of assessed value and makes recommendations to Chief Assessor of the amount of overlay funding to be retained to adequately address anticipated annual liabilities.
13. Assists Chief Assessor in maintenance of records and preparation of various reports as required by city and state officials, including annual new growth report for all property types and the City tax classification meeting review packet.
14. Maintains awareness of current real estate trends to assist in establishing appropriate market values.
15. Follows rulings of the Appellate Tax Board for insight into property values and recent case law that impacts commercial, industrial, exempt, and personal property values.
16. Provides coverage at the public counter as needed to respond to taxpayer requests, and performs other typical office duties as needed.
17. Performs special projects and other related duties as required, directed, or as the situation dictates.

Qualifications:

- Bachelor's degree or equivalent work experience
- At least five (5) years of responsible experience in property analysis in commercial assessing or appraising
- Massachusetts General Certified Real Estate Appraisal license preferred or similar state reciprocal license, or equivalent combination of education and experience.
- Candidates must have or obtain Massachusetts Accredited Assessor (MAA) designation within 36 months of hiring
- Must have experience in the more complex types of commercial and industrial properties such as apartments, gas stations, laboratories, mixed use properties, movie theaters, office buildings, research and development properties, retail properties and warehouse properties
- Experience in the development of appraisal schedules on rents, vacancy and collection factors, expense ratios and capitalization rates
- Must possess valid motor vehicle driver's license
- **Knowledge of:**
 - Massachusetts General Law 59 and other assessing related laws
 - Assessment policies and procedures
 - Fundamentals of CAMA systems, particularly with Vision Appraisal and RRC software
 - Acceptable techniques and methods used to value commercial properties (in addition to Residential and Personal property value work)
 - Mapping, surveying, and zoning concepts and GIS software
 - Commercial capitalization rates and development of cap rates,
 - Commercial leasing concepts, operating statements, and market vacancy rates
 - Awareness of local codes and regulations and other related industry standards such as USPAP
 - Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- **Ability to:**
 - interact effectively and appropriately with the public and other personnel
 - travel independently within the city
 - prepare and deliver training and public presentations
 - exercise discretion in handling confidential information
 - communicate clearly in writing and orally
 - display courtesy, patience and tact while maintaining a cooperative spirit with the taxpaying public and others
 - interpret and explain State laws and City policies related to valuation
 - perform field inspections
 - analyze income and expense statements and financial statements
 - build spreadsheets used in analysis for valuation

- testify at the Appellate Tax Board if needed
- prepare concise written reports
- learn to operate software necessary to perform assigned duties
- pass a MA CORI/SORI background check every 2 years

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Most work is performed in a typical office environment, not subject to extreme variations of temperature, lighting, noise, odors, etc. Must be able to operate computer, printer, photocopier, and other basic office equipment. Outdoor work is required in inspecting properties and conducting other property analysis. Outdoor work required in all weather conditions and there is exposure to minor hazards and some slippery terrain. Must be able to move about the office and outside properties. Must operate digital camera, measuring tape/wheel, electronic tablet for data collection, and other field equipment.

Supervision:

Supervision Scope:

Performs various duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervision Received:

Works under the general direction of the Chief Assessor.

Supervision Given:

Supervises the field staff as well as all employees in the Department in the absence of the Chief Assessor.

Work Environment:

- Majority of work is performed in a moderately quiet work environment.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment
- Makes frequent contact with city departments, the general public, Council, and Contractors
- Errors could result in delay or loss of service, and have potential legal and/or financial repercussions.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.