



City of Framingham, MA

March 5, 2025

Position Vacancy

RFP #25-035-2

Position: Chief Assessor
Department: Assessing
Salary Range: \$104,463 – \$144,810
Schedule: Monday, Wednesday & Thursday 8:30 a.m. to 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.
- City Hall is located at 150 Concord Street in downtown 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.
- 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.

Position Purpose:

Perform highly responsible and professional supervisory work along with technical and administrative work relating to managing the assessment and appraisal function for the City, including the valuation of all real and personal property, preparing tax recapitulation data, maintaining land-based records, providing administrative and appraisal support to the Board of Assessors, in accordance with state and local statute and regulations and policies of the Board of Assessors; performs all other related work as required.

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. Management of the Assessing Department, including administrative, financial and personnel functions.
2. Discovery, inspecting and valuation of all real and personal property within the city.
3. Oversees the maintenance and updating of information in the various software databases, including deed transfers, lot splits, subdivisions, creating new parcels or accounts.
4. Monitors and tracks construction and building permit activity to identify new growth.
5. Researches the real estate market, includes sales, income analysis and construction cost information for various property types especially Commercial, Industrial, Apartment and Mixed-Use properties.
6. Handles confidential department information and exercises independent judgement.
7. Review and analyze all abatement applications and makes recommendations to the Board of Assessors.

8. Recommends annual funding and monitors the overlay account for anticipated liabilities and assists the City Accountant with the reconciliation of the account.
9. Prepares for and testifies before the Appellate Tax Board when necessary.
10. Responsible for the administration of the various statutory exemptions for the blind, seniors, surviving spouses and veterans.
11. Process all real property, personal property, special assessments, and motor vehicle excise tax commitments and warrants.
12. Oversees the MVE tax billing including verifying incorrect values and researches errors, reporting changes to the Registry of Motor Vehicles.
13. Prepares the annual departmental budget with finance.
14. Develops requests for proposals and bid specifications for real and personal property, including oversight of appraisal contractors.
15. Participates and supports the newly established Economic Development Corporation.
16. Responds to public inquiries from various stakeholders on motor vehicle excise taxes, property data and assessed values, abutters list, abatements, exemptions, and tax rates.
17. Reports to the Department of Revenue / DLS with the annual filings for valuation compliance and the procedures for the tax rate approval.
18. Coordinates the timely quarterly tax billing process with the Tax Collectors office.
19. Prepares the Tax Classification package for the Mayor and City Council for the Public Hearing on
20. the Allocation of the Tax Levy.
21. Maintain current knowledge of all new laws pertaining to Assessing procedures matters, real estate, personal property, statutory exemptions and motor vehicle excise. Attends professional development meetings and conferences in order to stay abreast of changes and trends in the Assessing and remaining familiar with Massachusetts Law and regulations concerning taxation.
22. Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

- Bachelor's degree in economics or business administration plus course work related specifically in business, finance and property appraisal
- five (5) years of experience in real estate and personal property appraisal and municipal procedures experience
- Possession of a valid Massachusetts Driver's License and satisfactory driving record
- Massachusetts Accredited Assessor designation (MAA)
- Knowledge of:
 - modern property appraisal principles and practices
 - Massachusetts tax laws
 - zoning and building codes
 - mapping software
 - CAMA systems
 - financial software
 - word and spreadsheet software applications
- Ability to:
 - accurately appraise real and personal property
 - maintain overview of detailed and accurate records, using data processing
 - compute using various statistical methods
 - establish and maintain effective working relationship with city officials and the public
 - coordinate office activities and supervise staff
- Needed skills:
 - use of industry specific software
 - public relations skills and good
 - oral and written communication
- Knowledge of the following is preferred but not required:
 - MSOffice outlook, word, excel, power point software
 - Vision Government Solution CAMA Software highly desirable

- MUNIS tax billing software
- RRC personal property software
- GIS software

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 Requirements:

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 essential functions.

Regularly required to stand, walk and sit, talk or listen/hear, use hands, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms. Occasionally lifts up to 10 pounds. Minimal physical effort generally required in performing administrative duties; occasional moderate physical effort when conducting field inspections. Ability to maneuver stairs and uneven terrain for field inspections. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in the administration of the assessor's office and in establishing property values; work is performed in strict accordance with the directives and policies of the Massachusetts Department of Revenue (DOR) and in compliance with the Massachusetts General Laws.

Supervision Received: Works under the direction of the Finance Director & Mayor in accordance with state law, assessing principles and directives from DOR. Works independently without daily supervision on responsibilities.

Supervision Given: Provides direct supervision of Assessors, Assistant Assessors, Office Manager, and a Customer Service Assistant.

Job Environment:

Administrative work is performed under typical office conditions; field work is performed with some exposure to varying conditions of weather; the noise level in the work environment is usually moderately noisy. Frequent contact with the general public, other City officials and City departments, attorneys, appraisers, surveyors, and governmental agencies in person, by written correspondence, email, and by telephone. Has access to department related confidential material related to exemption requests and records, and data related to business and industrial activities. Errors could result loss of municipal tax revenue, inequitable assessments, legal and/or financial ramifications and poor public relations.

Accountability:

Consequences of errors, missed deadlines or poor judgment may include adverse customer relations and monetary loss.

Judgement:

Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case. Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the city.

Nature and Purpose of Public Contact:

Relationships 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. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with 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.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.