

City of Framingham



The City Council of Framingham



ORDER NO. 2022-102-001 REQUEST OF FINANCE SUBCOMMITTEE

UPON THE REQUEST OF THE FINANCE SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

The Council votes to approve the compensation and classification of the Assistant City Assessor position as attached.

FIRST READING

Procedural error, NO VOTE TAKEN

IN COUNCIL: October 6, 2022

SECOND READING

YEAS: Alexander, Bryant, Cannon, King, Leombruno, Long, Ottaviani, Stefanini,
Steiner, Stewart-Morales

NAYS: None

ABSTAIN: None

ABSENT: All members were present in person or via teleconferencing

PASSED IN COUNCIL: October 25, 2022

Councilor Mallach stepped out of the room

PROCEDURAL VOTE

YEAS: Alexander, Bryant, Cannon, King, Leombruno, Long, Mallach, Ottaviani,
Stefanini, Steiner, Stewart-Morales

NAYS: None

ABSTAIN: None

ABSENT: All members were present in person or via teleconferencing

PASSED IN COUNCIL: November 1, 2022

City of Framingham

The City Council of Framingham



OFFICE OF THE MAYOR
FRAMINGHAM, MA.

2022 OCT 33 PM 2:05

A True Record, Attest:

11/2/2022

Date Approved

Lisa A. Ferguson

Lisa A. Ferguson, City Clerk
Emily Butler, Assistant City Clerk

11/2/22

Date Approved

Charlie Sisitsky

Charlie Sisitsky, Mayor

NOTICE OF VACANCY

POSITION: Assistant City Assessor

DEPARTMENT: Assessing

SALARY RANGE: S1

HOURS: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 2:00pm
Some evening meetings required

Position Purpose:

Under the direction of 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 employees in the Assessing Department; has some supervisory responsibility for the 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 types 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.)

- Assists Chief Assessor in valuing all city property on an annual basis for triennial DOR certification year, interim years, and Appellate Tax Board and other as may be assigned.
- 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. Organizes and streamlines existing processes and systems to ensure accurate and efficient record keeping.
- Handles department-related sensitive and/or confidential information including: commercial/ industrial property income and expense data, and other submitted personal data. Exercises good independent judgment and builds efficiency into existing activities.
- 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.
- As assigned, meets with property owners, private appraisers, professional property managers, attorneys, assessors, tax representatives, and others regarding property values as assigned. As assigned, communicates with outside organizations and other City departments to gather additional information.
- 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. Trains field Assessors and others in field inspections utilizing proper procedures and practices. Must possess valid motor vehicle driver's license.