

# CITY OF MARLBOROUGH MEETING POSTING

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
2021 MAR 25 P 1:28

Meeting Name: City Council Finance Committee

Date: Monday, March 29, 2021

Time: 6:30 PM

Location: City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

This meeting will be held virtually with Councilors attending in person and/or remotely. **NO PUBLIC ATTENDANCE WILL BE PERMITTED.** This meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city website ([www.marlbrough-ma.gov](http://www.marlbrough-ma.gov)).

Order No.21-1008242: Communication from Mayor Vigeant with Transfer in the amount of \$158,128.90 for the DPW as requested by DPW Commissioner Divoll to fund the following: superannuation retirement, upcoming legal expenses, purchase of chemicals and maintenance at pump stations, costs for park maintenance projects and costs of scheduled weekend overtime at the west plant.

Order No.21-1008244A: Communication from Mayor Vigeant requesting an amendment to the City Code, Chapter 67, Finance, section 28, Principal Assessor; powers and duties, to amend the qualifications of the Principal Assessor, together with a proposed, updated job description.

Order No.21-1008244B: Communication from Mayor Vigeant requesting to update the Job Description for the position of Principal Assessor

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

**The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.**

**Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.**



# IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

## ORDERED:

That the Transfer Request in the amount of \$158,128.90 for the Department of Public Works as requested by Commissioner Divoll, be and is herewith referred to the **FINANCE COMMITTEE.**

### CITY OF MARLBOROUGH BUDGET TRANSFERS --

DEPT:		Department of Public Works/Public Facilities				FISCAL YEAR:		2021	
FROM ACCOUNT:						TO ACCOUNT:			
Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$45,768</u>	<u>\$21,963.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$34,106.04</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$0.00</u>
	Reason:	<u>Salary reserve</u>				<u>Superannuation retirement</u>			
<u>\$178,528</u>	<u>\$12,143.04</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>					
	Reason:	<u>Excess due to vacancy</u>							
<u>\$178,528</u>	<u>\$52,022.86</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$20,022.86</u>	<u>60081001</u>	<u>50910</u>	<u>Head Treatment Plant Op</u>	<u>\$21,100.54</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Due to retirement</u>			
					<u>\$25,000.00</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintenance</u>	<u>\$47,587.00</u>
						<u>Park maintenance projects</u>			
					<u>\$7,000.00</u>	<u>60085003</u>	<u>51310</u>	<u>Overtime</u>	<u>\$154.00</u>
						<u>To cover scheduled weekend maintenance overtime</u>			
	<u>\$86,128.90</u>	Total			<u>\$86,128.90</u>	Total			

**Yea: 11 – Nay: 0**

**Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.**

ADOPTED

ORDER NO. 21-1008242

7



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH  
*Arthur G. Vigeant*  
MAYOR

2021 MAR 18 4:11:50 PM  
*Patricia M. Bernard*  
EXECUTIVE AIDE

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

FIC

March 18, 2021

Council President Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Budget Transfer Request - DPW**

Honorable President Ossing and Councilors:

Please find enclosed for your review and approval a transfer in the amount of \$158,128.90 to fund a recent retirement and other expenses outlined in Commission Divoll's enclosed memo.

Please don't hesitate to contact me or Commissioner Sean Divoll with any questions.

Thank you in advance for your consideration.

Sincerely,

Arthur G. Vigeant  
Mayor

Enclosures



*City of Marlborough*  
**Department of Public Works**

135 NEIL STREET  
MARLBOROUGH, MASSACHUSETTS 01752

TEL. 508-624-6910  
\*TDD 508-460-3610

SEAN M. DIVOLL, P.E.  
COMMISSIONER

**Date: March 17, 2021**

**To: Mayor Vigeant**

**From: Sean M. Divoll, Commissioner of Public Works**

**Re: Budget Transfer Requests**

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Attached herewith are budget transfer requests in the amount of \$158,128.90 from available funds to cover costs relative to:

1. Superannuation retirement and vacation payout for East Plant employee
2. Cover costs for upcoming legal expenses
3. For the purchase of chemicals and maintenance at pump stations
4. Cover costs for park maintenance projects
5. Cover the costs of scheduled weekend overtime at the West Plant

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

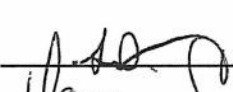
DEPT: Department of Public Works/Public Facilities

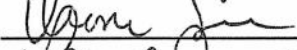
FISCAL YEAR: 2021


FROM ACCOUNT:

TO ACCOUNT:

Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$45,768</u>	<u>\$21,963.00</u>	<u>11990006</u>	<u>57820</u>	<u>Reserve for Salaries</u>	<u>\$34,106.04</u>	<u>60081003</u>	<u>51920</u>	<u>Sick Leave Buy Back</u>	<u>\$0.00</u>
	Reason:	<u>Salary reserve</u>				<u>Superannuation retirement</u>			
<u>\$178,528</u>	<u>\$12,143.04</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>					
	Reason:	<u>Excess due to vacancy</u>							
<u>\$178,528</u>	<u>\$52,022.86</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$20,022.86</u>	<u>60081001</u>	<u>50910</u>	<u>Head Treatment Plant Op</u>	<u>\$21,100.54</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Due to retirement</u>			
					<u>\$25,000.00</u>	<u>14001506</u>	<u>54640</u>	<u>Park Maintenance</u>	<u>\$47,587.00</u>
						<u>Park maintenance projects</u>			
					<u>\$7,000.00</u>	<u>60085003</u>	<u>51310</u>	<u>Overtime</u>	<u>\$154.00</u>
						<u>To cover scheduled weekend maintenance overtime</u>			
	<u>\$86,128.90</u>	Total			<u>\$86,128.90</u>	Total			

Department Head signature:  3/18/2021

Auditor signature: 

Comptroller signature: 

CITY OF MARLBOROUGH  
BUDGET TRANSFERS --

DEPT: Department of Public Works/Public Facilities

FISCAL YEAR: 2021

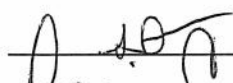
FROM ACCOUNT:

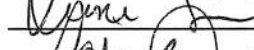
TO ACCOUNT:


Available Balance	Amount	Org Code	Object	Account Description:	Amount	Org Code	Object	Account Description:	Available Balance
<u>\$178,528</u>	<u>\$36,306.00</u>	<u>14001101</u>	<u>50710</u>	<u>Junior Civil Engineer</u>	<u>\$50,000.00</u>	<u>60080004</u>	<u>53110</u>	<u>Legal Services</u>	<u>\$5,022.00</u>
	Reason:	<u>Excess due to vacancy</u>				<u>Due to upcoming legal expenses</u>			
<u>\$349,200</u>	<u>\$13,694.00</u>	<u>14001303</u>	<u>50740</u>	<u>Equipment Operators</u>					
	Reason:	<u>Excess due to vacancy</u>							
<u>\$36,751</u>	<u>\$22,000.00</u>	<u>60080001</u>	<u>50580</u>	<u>Assistant Chemist</u>	<u>\$22,000.00</u>	<u>60080006</u>	<u>55660</u>	<u>Pumping Station Maint</u>	<u>\$4,691.00</u>
	Reason:	<u>Excess to prior vacancy</u>				<u>For chemicals and maintenance project</u>			

\$72,000.00 Total

\$72,000.00 Total

Department Head signature:  3/18/2021

Auditor signature: 

Comptroller signature: 



# IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

## ORDERED:

That the: Proposed Amendment to Code of the City of Marlborough, Chapter 67 "Finance" §28(E) "Principal Assessor powers and duties" as submitted by the Mayor, be and is herewith referred to the **FINANCE COMMITTEE** and **ORDERED ADVERTISED**.

**Yea: 11 – Nay: 0**

**Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 67, ENTITLED "FINANCE", AS FOLLOWS:

- I. By amending Chapter 67 "Finance", §28 "Principal Assessor; powers and duties," by **amending** §28(E) to read as follows:
  - E. The Principal Assessor shall be qualified in accordance with the regulations of the Massachusetts Department of Revenue. The Principal Assessor shall possess a designation from the Massachusetts Association of Assessing Officers (MAAO) or shall obtain such designation within two years of confirmation. A Principal Assessor possessing a reciprocal designation shall obtain a MAAO designation within two years of confirmation. The Principal Assessor shall be responsible for maintaining any designation.

ADOPTED

ORDER NO. 21-1008244A



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S *Arthur G. Vigeant*  
CITY OF MARLBOROUGH  
MAYOR

2021 MAR 18 A 11:50  
*Patricia M. Bernard*  
EXECUTIVE AIDE

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

March 18, 2021

Council President Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

*F/C  
+ Advancing*

**RE: Request to amend qualifications of Principal Assessor and approve Updated Job Description**

Honorable President Ossing and Councilors:

Please find enclosed a request to amend qualifications of the Principal Assessor position to align with the Massachusetts Association of Assessing Officers certification timeline as Human Resource Director Christine Purple's correspondence outlines.

Secondly, I have enclosed an updated job description for the Principal Assessor for your approval. We have been using Regional Resources Group (RRG) since 2012 and would like to look at reducing RRG's services and potentially bringing some of the responsibilities in-house specifically concentrating on valuations.

Finance Director Patrick Jones and HR Director Christine Purple have surveyed other comparable communities and found our salary scale is in line.

The position was advertised with the attached job description and we respectfully ask the Council to expedite the process, so we can move forward and act upon the initial interest we received for the position.

Please don't hesitate to contact me or Christine Purple if any questions arise.

Sincerely,

*Arthur G. Vigeant*  
Arthur G. Vigeant  
Mayor

Enclosures





*City of Marlborough*  
*Human Resources Department*

140 MAIN STREET  
MARLBOROUGH, MA 01752  
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354  
EMAIL: [humanresources@marlborough-ma.gov](mailto:humanresources@marlborough-ma.gov)

**CHRISTINE PURPLE**  
HR DIRECTOR

**MARY WARD**  
HR ASSISTANT

**DIANE REGO**  
HR ADMIN. CLERK

March 16, 2021

Dear Mayor Vigeant,

I am respectfully requesting your assistance with the following amendment to the City of Marlborough Ordinance Chapter 67, Section 67-28 (E) for approval by the City Council.

The current ordinance needs to be updated; due to the restrictions it places on the requirements for the qualifications of the Principal Assessor position. The current ordinance states, "The Principal Assessor shall be qualified in accordance with the regulations of the Department of Revenue, and shall at the time of appointment be designated a Massachusetts Accredited Assessor (MAA), or shall obtain said designation within one year of appointment. The Principal Assessor shall also be designated a Certified General Real Estate Appraiser by the Commonwealth of Massachusetts at the time of appointment, or shall obtain said designation within one year of appointment." This ordinance needs to be updated to assist with the hiring of a Principal Assessor for the City of Marlborough.

For your information, the Massachusetts Association of Assessing Officers (MAAO) has made changes to their timeline for obtaining a designation, which is reflected in the updated request to the ordinance. As well, the requirement for the Principal Assessor to hold a Certified General Real Estate Appraiser designation will restrict our candidate pool and is unrealistic for a person to obtain such designation in the required timeframe.

By changing the current wording as proposed, the City will entice candidates that are qualified for this position and also that the Principal Assessor maintain said designation throughout their tenure with the City, to ensure that they are keeping up with what the current trends are in assessment.

Thank you in advance for your thoughts on and attention to this matter. Please let me know if you should have any questions regarding this requested update to the Ordinance.

Sincerely,

Christine L. Purple  
Human Resources Director

**ORDERED:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED AS FOLLOWS:

I. By amending Chapter 67 (“Finance”), Section 67-28 (“Principal Assessor; powers and duties,”) by **amending** Section 67-28(E) to read as follows:

E. The Principal Assessor shall be qualified in accordance with the regulations of the Massachusetts Department of Revenue. The Principal Assessor shall possess a designation from the Massachusetts Association of Assessing Officers (MAAO) or shall obtain such designation within two years of confirmation. A Principal Assessor possessing a reciprocal designation shall obtain a MAAO designation within two years of confirmation. The Principal Assessor shall be responsible for maintaining any designation.

ADOPTED  
In City Council  
Order No. 21-  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:



## IN CITY COUNCIL

Marlborough, Mass., MARCH 22, 2021

### ORDERED:

That the Proposed Job Description as updated (attached hereto) for Principal Assessor position as submitted by the Mayor, be and is herewith referred to **FINANCE COMMITTEE**.

Yea: 11 – Nay: 0

Yea: Wagner, Doucette, Dumais, Tunnera, Irish, Navin, Landers, Oram, Ossing, Perlman, & Robey.

ADOPTED

ORDER NO. 21-1008244B



*City of Marlborough*  
*Office of the Mayor*

RECEIVED  
CITY CLERK'S *Arthur G. Vigeant*  
CITY OF MARLBOROUGH  
MAYOR

2021 MAR 18 A 11:50  
*Patricia M. Bernard*  
EXECUTIVE AIDE

140 Main Street  
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508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Michele A. O'Brien*  
EXECUTIVE SECRETARY

March 18, 2021

Council President Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

*F/c  
+ Advise her*

**RE: Request to amend qualifications of Principal Assessor and approve Updated Job Description**

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Secondly, I have enclosed an updated job description for the Principal Assessor for your approval. We have been using Regional Resources Group (RRG) since 2012 and would like to look at reducing RRG's services and potentially bringing some of the responsibilities in-house specifically concentrating on valuations.

Finance Director Patrick Jones and HR Director Christine Purple have surveyed other comparable communities and found our salary scale is in line.

The position was advertised with the attached job description and we respectfully ask the Council to expedite the process, so we can move forward and act upon the initial interest we received for the position.

Please don't hesitate to contact me or Christine Purple if any questions arise.

Sincerely,

*Arthur G. Vigeant*  
Arthur G. Vigeant  
Mayor

Enclosures



*City of Marlborough*  
*Human Resources Department*

140 MAIN STREET  
MARLBOROUGH, MA 01752  
TELEPHONE (508) 460-3705, FACSIMILE (508) 481-6354  
EMAIL: [humanresources@marlborough-ma.gov](mailto:humanresources@marlborough-ma.gov)

**CHRISTINE PURPLE**  
HR DIRECTOR

**MARY WARD**  
HR ASSISTANT

**DIANE REGO**  
HR ADMIN. CLERK

March 16, 2021

Dear Mayor Vigeant,

I am respectfully requesting your assistance with the following amendment to the City of Marlborough Ordinance Chapter 67, Section 67-28 (E) for approval by the City Council.

The current ordinance needs to be updated; due to the restrictions it places on the requirements for the qualifications of the Principal Assessor position. The current ordinance states, "The Principal Assessor shall be qualified in accordance with the regulations of the Department of Revenue, and shall at the time of appointment be designated a Massachusetts Accredited Assessor (MAA), or shall obtain said designation within one year of appointment. The Principal Assessor shall also be designated a Certified General Real Estate Appraiser by the Commonwealth of Massachusetts at the time of appointment, or shall obtain said designation within one year of appointment." This ordinance needs to be updated to assist with the hiring of a Principal Assessor for the City of Marlborough.

For your information, the Massachusetts Association of Assessing Officers (MAAO) has made changes to their timeline for obtaining a designation, which is reflected in the updated request to the ordinance. As well, the requirement for the Principal Assessor to hold a Certified General Real Estate Appraiser designation will restrict our candidate pool and is unrealistic for a person to obtain such designation in the required timeframe.

By changing the current wording as proposed, the City will entice candidates that are qualified for this position and also that the Principal Assessor maintain said designation throughout their tenure with the City, to ensure that they are keeping up with what the current trends are in assessment.

Thank you in advance for your thoughts on and attention to this matter. Please let me know if you should have any questions regarding this requested update to the Ordinance.

Sincerely,

Christine L. Purple

Human Resources Director

## CITY OF MARLBOROUGH PRINCIPAL ASSESSOR

### **Position Purpose:**

Responsible and highly complex administrative, supervisory, and professional work in appraising and assessing real and personal property; in planning; managing and directing the activities of the Assessing Department; and in assisting the Board of Assessors with municipal tax assessment activities. The Assessor is responsible the municipal tax assessment of all real, personal property, and motor vehicle excise taxes for the City. The Principal Assessor ensures compliance with the applicable Massachusetts General Laws as interpreted and directed by the Department of Revenue.

### **Essential Job 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.)*

- Appraises real property, recommending to the Board of Assessors revisions to valuations periodically. Responsible for appraising and/or supervising the appraisal of residential, commercial, industrial, and personal property for the municipality. Conduct inspections of property, as necessary and appropriate, in order to maintain a uniform, full market value on all property. Assumes principal responsibility for revaluing property every year, if required.
- Establishes taxable values and advises the Board of Assessors as to proper assessments of new, remodeled, or enlarged residential, commercial, and industrial buildings according to market data, replacement cost, and/or capitalization of income approach (whichever is applicable).
- Examines deeds, maps, building plans and permits, personal records and market data to obtain additional valuation data and to locate all taxable property.
- Inspects the location of new businesses to determine the values of taxable personal property, such as boats, farm machinery, and office machinery and equipment.
- Analyzes real estate market conditions and events to determine trends and changes in the market. Collects data from the Planning Board, Building Inspector, and other boards/officials whose actions may reflect a change in value.
- Service as administrative staff to Board of Assessors, providing the necessary preparation and technical assistance at meetings, and assuring proper follow-up to their decisions.
- Investigates requests for abatements and exemptions of property tax. Prepares comparative cost and sales studies. Advises the Board of Assessors on abatement applications. Defends assessments before the State Appellate tax Board or other governing bodies.
- Supervises and participates in the preparation of tax rate documentation for state certification.
- Responsible for the design, implementation, and maintenance of varied software program system for the department, including CAMA systems.
- Provides information in person, on the telephone and in writing to property owners and others regarding the municipality's assessment policies and procedures, and the determination of specific valuations, tax abatements, and exemptions.

- Supervises the commitment of any and all taxes as governed by MGL, and special assessment tax bill to the Tax Collector.
- Supervises the general management and administration of the Assessing Department. Directs and coordinates efforts of staff. Develops and implements training programs for employees. Prepares and administers department budget. Purchase equipment and supplies. Supervises the maintenance of department records.
- Attends professional meetings, training programs, and seminars in order to stay abreast of changes or trends in the field and to remain familiar with Massachusetts laws and regulations concerning tax assessments.
- Designs, implements and maintains electronic data processing programs in conjunction with other departments, including documentation and securing acceptance of programs by the Department of Revenue.
- Maintain a variety of office records, charts, maps and assessment laws and regulatory bulletins; prepares reports and statistical information as required.
- Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

Performs complex and highly responsible duties requiring a very high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; incumbent is required to work independently in formulating decisions regarding policies, procedures, operations and plans.

Supervision Received: Works under the policy direction of the Comptroller/Treasurer and Board of Assessors and in accordance with applicable Massachusetts General Laws, City policies, City Codes and relevant state, federal and local regulations and standards. Employee exercises considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department goals and objectives. The position is subject to review and evaluation according to the City's personnel plan.

Supervision Given: Employee is accountable for the direction and success of all department programs accomplished through others. The Assessor is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

**Judgment:**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to

develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity:**

Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments involve studying trends in the field for application to the work, assessing services and recommending improvements.

**Nature and Purpose of Public Contact:**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality:**

Has regular access at the departmental level to a wide variety of confidential information, such as abatements, exemptions, and including official personnel files, lawsuits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

**Recommended Minimum Qualifications:**

Education, Training and Experience: Bachelor's degree in finance, business administration or related field, plus ten years of related experience; or any equivalent combination of education and experience.

Special Requirements: Possession of a valid driver's license. The Principal Assessor shall be qualified in accordance with the regulations of the Massachusetts Department of Revenue. The Principal Assessor shall possess a designation from the Massachusetts Association of Assessing Officers (MAAO) or shall obtain such designation within two years of confirmation. A Principal Assessor possessing a reciprocal designation shall obtain a MAAO designation within two years of confirmation. The Principal Assessor shall be responsible for maintaining any designation. Experience with CAMA systems. Requires travel to residences within the City, as well as facilities and agencies out of the City. Some evening or weekend work may be required to attend Board of Assessors and other related meetings.

**Knowledge, Ability and Skill:**

Knowledge: Thorough knowledge of office procedures and machines. Knowledge of Massachusetts General Laws, Chapter 59 including all subsections; knowledge of Massachusetts Assessment practices; detailed understanding of Massachusetts property, personal and real estate abatement process and personal tax exemptions. Knowledge of CAMA systems. Extensive knowledge of accounting and auditing practices relative to property appraisal principles and practices; Familiarity with all methodologies and formulas used to determine the assessment value of the various classes of property.



Abilities: Ability to meet and deal with the public in a tactful and effective manner. Ability to handle problems and emergencies effectively. Ability to operate a computer. Ability to maintain, manage, and organize records in a detailed and accurate manner. Ability to deal appropriately with city employees, city officials and disgruntled members of the public. Ability to communicate in oral and written forms in a clear and concise manner. Ability to lead, motivate, and supervise subordinates and to delegate authority. Ability to develop and oversee department budget. Ability to develop and implement positive and effective taxation policies such as the Residential Exemption Program, supplemental/additional financial assistance connected to statutory exemptions as well as shifting a portion of the tax levy from residential to commercial property classifications.

Skill: Excellent organizational and personnel management skills. Excellent data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications. Skill in retaining and overseeing assessing/appraisal consulting services. Excellent statistical and analysis skills.

### **Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings. When in the field must be able to traverse various properties and terrains.

### **Physical and Mental 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 position's essential functions.*

Physical Skills: Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.). Work may require some agility such as moving in or about construction sites or over rough terrain.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting. Ability to operate a motor vehicle.

Visual Skills: Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing maps and blueprints with a need for color vision.