



**CITY OF MINNEAPOLIS**  
invites applications for the position of:

## **CAMA Systems Manager**

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<b>SALARY:</b>	\$64,356.00 - \$88,561.00 Annually
<b>JOB TYPE:</b>	Full-time
<b>DEPARTMENT:</b>	ASSESSOR
<b>LOCATION:</b>	City of Lakes Bldg, 309 - 2nd Avenue South, Minneapolis
<b>VACANCIES:</b>	1
<b>CLOSING DATE:</b>	03/25/16 11:59 PM
<b>POSTING TYPE:</b>	Open to the public

### **POSITION DESCRIPTION:**

The Assessor's Office is hiring for a CAMA Modeler (Business Application Manager) who is responsible for the management of Computer-Assisted Mass Appraisal (CAMA) models, non-linear regression, data analysis and integrity, and recommending appropriate market value adjustments. This position is integral to the implementation and management of computer hardware and software.

The eligible list for this position will expire two months after it is established.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Perform regression analysis using Computer-Assisted Mass Appraisal (CAMA) systems to establish ad valorem values for real and personal property.
- Perform extensive research and analysis on local and national real estate market trends and economic activity to ensure all factors influencing real estate value are considered in the development of CAMA models.
- Develop new mathematical mass appraisal models using additive, multiplicative and hybrid regression techniques
- Analyze real estate market/sub-market areas using statistical software, Geographic Information Systems (GIS), and relational databases.
- Develop new techniques and processes for computerizing appraisal functions for Tax Court, Local and County Board of Equalization hearings.
- Perform queries, research projects & reports of complex nature as requested by elected officials, city departments, neighborhood groups and the media.
- Train, coach and mentor management and staff in CAMA theory, design and application.
- Provide on-going service and support to management and staff through the use of ad-hoc query tools to extract data, update files, append records and delete assessment data in Govern.
- Automate business processes using programming languages such as SQL, R, Python, and Visual Basics for Applications.

- Lead new technology initiatives, including: hardware, software applications, and system connectivity configurations.
- Responsible for department-wide pre and post testing on new or existing hardware and software system upgrades, including design and performance standards, system integration, documentation and staff training.
- Represent the Department where assigned for business interests on enterprise-wide technology initiatives and enterprise wide teams addressing technology and facility related business process improvements.
- Analyze data and generate reports using SQL, Crystal Reports, GIS, and Microsoft Office products.

### **REQUIRED QUALIFICATIONS:**

**Required Education:** Bachelor's Degree in Real Estate, Statistics, Computer Science, Geography/GIS or a closely related field or equivalent experience.

**Required Experience:** Three years' experience working in one or more of the following fields: appraisal and assessment of real estate, statistical modeling, database administration, or geographic information science.

**Licenses/Certifications:** Ability to obtain the Minnesota State Assessor's License – CMA within three years and AMA by 2019.\* Valid Driver's License.

\*If you do possess a Minnesota State Assessor's License, please submit a copy of the license with your application as an attachment before the job closing date.

**Equivalency:** An equivalent combination of related education / experience may be considered.

**Selection Process:** The examination/selection process for this position may consist of a Rating of Training & Experience and/or an Oral exam (100%). It is to your advantage to be as complete and thorough on your application materials, supplemental application (if applicable) and support documentation/materials, as is possible. Minimum passing score 70.00. The Human Resources Department reserves the right to limit the number of persons invited to test or to be invited to successive testing events.

**Background Check:** The City has determined that a background check/investigation and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign informed consent forms allowing the City to obtain their criminal history, etc. and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**Drug/Alcohol Testing:** All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

This position is represented by MPEA.

### **KNOWLEDGE, SKILLS AND ABILITIES:**


- Skillful knowledge of: CAMA, SQL, Access, Statistics, ESRI GIS, SPSS, Crystal Reports, APEX, and Microsoft Applications in addition to other off the shelf database software packages.
- Proficient knowledge of CAMA concepts and applications
- Proficient in GIS
- Knowledge of computer hardware and network systems, software and database management
- Familiarity with common programming languages
- Ability to gain knowledge through data queries, extraction or reporting tools such as Crystal Reports,

Microsoft Access, SQL, and GIS

- Demonstrated knowledge and ability to use spreadsheets and database tools, (e.g., Microsoft Excel and Access) at an advanced level.
- Knowledge of employee training principles and techniques
- Knowledge and understanding of Assessment processes and appraisal principles and practices in accordance with the national Uniform Standards and Professional Appraisal Practices (USPAP).
- Thorough knowledge of Local, State and Federal laws related to real estate assessment
- Knowledge of department goals, objectives, policies and procedures
- Analyze real estate market/sub-market areas using statistical software, Geographic Information Systems (GIS), and relational databases.
- Ability to perform high-level statistical analysis that involves mathematical modeling
- Ability to deal with multiple priorities, critically examine programs, problems and requests for service in light of the mission and priorities of the department and city wide goals, devise solutions and make commendations
- Ability to define and analyze business problems and develop and help implement business process alternatives.
- Excellent oral, written, and interpersonal communication skills
- Strong analytical, problem solving, and troubleshooting skills
- Ability to work under pressure and with short deadlines.
- The ability to plan and prioritize, as well as work independently.
- Good team building and leadership skills.
- Ability to communicate and deal tactfully and respectfully with a diverse population.
- Membership in the Minnesota Association of Assessing Officers preferred

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolismn.gov/jobs>

Position #2016-00088  
 CAMA SYSTEMS MANAGER  
 JL

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 Room #100  
 Minneapolis, MN 55415  
 (612) 673-2282 

[human.resources@minneapolismn.gov](mailto:human.resources@minneapolismn.gov)

### **CAMA Systems Manager Supplemental Questionnaire**

\* 1. How did you find out about this position? (Select all that apply)

- City of Minneapolis website
- City of Minneapolis employee
- City of Minneapolis job interest card
- City of Minneapolis Career Opportunities Bulletin
- Friend or family member
- League of Minnesota Cities website
- Government Jobs.com website
- Minnesota Jobs.com website
- Other website
- Linked In
- Other social media site
- Newspaper
- Other media
- College or University
- Community organization
- Job Fair
- Professional association

\* 2. Select the response that best describes your highest level of completed education.

- Master's Degree
  - Bachelor's Degree
  - Associate's Degree or Certification
  - None of the above
- \* 3. List the field or area of study in which you received your education from the previous question.
- \* 4. What is your current level of licensure by the Minnesota State Board of Assessors?
- Certified Minnesota Assessor
  - Certified Minnesota Assessor Income Qualified
  - Accredited Minnesota Assessor
  - Senior Accredited Minnesota Assessor
  - I do not have any of these licenses
- \* 5. How many years of assessment experience do you have?
- None
  - Less than 1 year
  - 1 to less than 2 years
  - 2 to less than 3 years
  - 3 to less than 4 years
  - 4 to less than 5 years
  - 5 to less than 6 years
  - 6 or more years
- \* 6. How many years of appraisal experience do you have?
- None
  - Less than 1 year
  - 1 to less than 2 years
  - 2 to less than 3 years
  - 3 to less than 4 years
  - 4 to less than 5 years
  - 5 to less than 6 years
  - 6 or more years
- \* 7. Do you have experience with regression analysis?
- Yes
  - No
- \* 8. How many years of professional work experience do you have with GIS spatial analysis?
- None
  - Less than 1 year
  - 1 to less than 2 years
  - 2 to less than 3 years
  - 3 to less than 4 years
  - 4 to less than 5 years
  - 5 or more years
- \* 9. Briefly describe your GIS experience, referencing the applicable jobs listed in your application/resume. Also describe the role you played and the scope of your involvement in GIS in your previous employment. If you do not have this experience, type "None" in the space provided.
- \* 10. How many years of professional work experience do you have with computer assisted mass appraisal (CAMA) statistical modeling?

- None
- Less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to less than 4 years
- 4 to less than 5 years
- 5 or more years

\* 11. Briefly describe your CAMA statistical modeling experience, referencing the applicable jobs listed in your application/resume. Also describe the role you played and the scope of your involvement in CAMA statistical modeling in your previous employment. If you do not have this experience, type "None" in the space provided.

\* 12. How many years of professional work experience do you have conducting data analysis using a relational database?

- None
- Less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to less than 4 years
- 4 to less than 5 years
- 5 or more years

\* 13. Briefly describe your experience conducting data analysis using a relational database, referencing the applicable jobs listed in your application/resume. Also describe the role you played and the scope of your involvement in relational database analysis in your previous employment. If you do not have this experience, type "None" in the space provided.

\* 14. Do you have experience with any of the following statistical packages? (please select ALL that apply)

- NCSS
- Python
- R
- SAS
- SPSS
- Other

\* 15. If you have experience with any of the programs from above, please list the years of experience that you possess for each.

\* Required Question