

RESUME

FAITH D. MCDONALD
18 Field Street
Cambridge, Massachusetts 02138
(617) 864-1702 (home)
(617) 349-4343 (work)

WORK EXPERIENCE:

ACTING DIRECTOR OF ASSESSMENT
Cambridge, Massachusetts
March, 2001 - present

Responsible for the operation and administration of the department. Manage a comprehensive real and personal property assessment program to develop annual assessments on approximately 22,000 properties. Establish standards used in making assessments and assuring compliance with the policies set by the Department of Revenue. Maintain computerized records on all real and personal property; administer the auto excise tax system and all other matters required for the administration of a complex assessment program. Supervising all negotiations relative to appeal cases and meetings with professional real estate persons.

PRINCIPAL ASSESSOR
Cambridge, Massachusetts
September, 1976 - July, 1980
April, 1982 - March, 2001

Plan a property tax assessment program for Commercial/Industrial real properties and supervise its execution. Prescribe procedures to be followed in the valuation of land, buildings and improvements, and administer the necessary supervision to be in compliance with legal requirements. Supervise clerical operations incidental to tax valuation procedures. Evaluate the formulae of taxation for commercial and industrial properties. Supervise meetings with developers, lawyers, entrepreneurs, tax agents and other real estate persons. Prepare appraisals for tax assessment and appellate appeals and testimony of same. Administer In-Lieu-Of Tax program, statutory exemptions and excise tax programs.

ASSOCIATE DIRECTOR, REAL PROPERTY TAXES
Department of Finance and Revenue
Washington, D.C.
July, 1980 - August, 1981

Chief Assessor/Appraiser for the District of Columbia. Principal Assistant to the Director of the Department of Finance and Revenue for property assessments, the administration of property, and related taxes. Responsible for and supervised the activities of the Property Assessment Division and the Assessment Services Division for approximately 155,000 taxable real property parcels totalling approximately \$20 billion in value.

Responsibilities included but not limited to knowledge of the theory and principles of valuation, the legal basis and precedents for property assessment; and, effective management of the professional staff and other experts working within the department. Exercised independent judgment in planning and carrying out broad assignments within the framework of enabling legislation and department policies and procedures. Measurement of effectiveness and accomplishments were by evaluation of the City-wide assessment program and the effective and efficient management of the department.

Supervised and directed approximately 146 authorized positions ranging in government grade levels from DS-3 (clerical) through and including DS-14 (managers); professional appraiser/assessors, cartographic technicians, paralegal and litigation personnel, statisticians, and numerous others, with an operating budget of approximately Six Million Dollars.

Participated in and assisted the Director in public, political and official meetings to bring about a better understanding of the fair market value mandate of the courts. Also, represented the Director at like times when necessary.

CHAIRMAN, REAL ESTATE COMMISSION
Washington, D.C.

Empowered to carry out the rules and regulations promulgated by the Real Estate and Business Broker's Act for the District of Columbia. Responsibilities included quasi-judiciary duties to be effected as necessary in the same manner as prescribed by law in judicial procedures in the Superior Court of the District of Columbia in civil cases.

MANAGER, REAL ESTATE ADMINISTRATION

Star Market Co., Div. of Jewel Companies, Inc.
Cambridge, Massachusetts
August, 1970 - September, 1976

Responsibilities included the leadership, direction, and administration of the operations and functions of Lease Administration, Property Management, Tax Evaluation/Analysis and Negotiations covering the jurisdictions of Maine, New Hampshire, Massachusetts, and Rhode Island.

Responsible for all tax matters relative to real property including fair market values for ad valorem taxation; negotiations with government officials; meetings with assessors of various jurisdictions; and, preparation of materials for appeals. Recruited and selected contractors for eminent domain cases, proposed sales of company-owned properties, and professionals for appellate appeals.

EDUCATION

Master of Education, Human Resource Management
Cambridge College, Cambridge, Massachusetts
A.Sc., Business Administration, Massachusetts Bay
Community College, Wellesley, Massachusetts

Attended: Bentley College, Waltham, Massachusetts
Mass Appraisal Techniques, Residential
Suffolk University, Assessors' Institute,
Boston, Mass. - Multiple Regression
Analysis
Univ. of Massachusetts, Boston, Mass. -
Economics of Supermarket Merchandising
M.I.T., Cambridge, Mass. - Fortran Computer
Language; Real Estate Management
Salem College, Salem, Massachusetts -
History Major
Univ. of Lowell, Lowell, Massachusetts -
Computer Symposium on Multiple Regression
Analysis

ORGANIZATIONS & ASSOCIATIONS

Massachusetts Association of Assessing Officers, Inc.
International Association of Assessing Officers
Middlesex County Assessors Association
Northeast Regional Association of Assessing Officials
American Association of Certified Appraisers, Inc.
Cambridge Savings Bank - Director, Trustee & Corporator
Cambridge Family "Y" - Corporator

PROFESSIONAL DESIGNATIONS

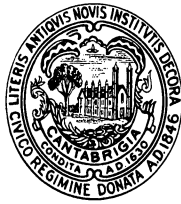
American Assoc. of Certified Appraisers, Inc. (CA-S)
Certified Massachusetts Assessor (CMA)
Massachusetts Accredited Assessor(MAA)
Certified Residential Massachusetts Assessor(RMA)

LICENSE

Commonwealth of Massachusetts Real Estate Broker
Notary Public

AWARDS

Boston YMCA Black Achiever Award for Business and
Education
Distinguished Performance in the Field of Assessing
Certificate of Appreciation by the Cambridge Jaycees
and the United States Jaycees for Community Service



9.

CITY OF CAMBRIDGE • EXECUTIVE DEPARTMENT

Robert W. Healy, City Manager

Richard C. Rossi, Deputy City Manager

February 25, 2002

To The Honorable, The City Council:

I am pleased to inform you that I have appointed Faith D. McDonald, 18 Field Street, Cambridge as Director of Assessment for the City of Cambridge.

I have attached Ms. McDonalds' resume for your information.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment

A-46

Consent Agenda #9

Appointment of Faith
McDonald as Director of
Assessment.

In City Council February 25, 2002

PLACED ON FILE