

January 2, 2008

POLICY AND PROCESS ANALYST
Assessment Services Division
Central Office, Regina

Reporting to the Assistant Managing Director, Assessment Services, this position will be responsible for ensuring Information Technology solutions result in enhancing the service delivery capabilities for the Division. You will manage and direct IT initiatives to achieve divisional objectives. You will require knowledge of property assessment policy, guidelines and practices, and will be responsible for establishing best business practices for using automated solutions. You will assist in performing and assigning projects and resources. The primary functions of the position are as follows:

- Primary contact for the Assessment Services Division (ASD) relating to CAMA related issues;
- Act as spokesperson for interaction with the I.T. Division to determine the appropriate computer-related solutions to business problems;
- Permanent member of the Computer Steering Committee;
- Provide analysis, definition and direction to computer-related development and maintenance activities;
- Test requested changes and approve implementation of Divisional requests on the CAMA system;
- Collaborate on a regular basis with Regional Managers to ensure that their automation requirements are met;
- Establish and communicate performance expectations to subordinate staff and monitor/evaluate their performance.

This position requires:

- A University Degree in a related discipline with 5 or more years of progressive responsibility in a property assessment or information technology environment or an equivalent combination of training and experience.
- A senior designation from the International Association of Assessing Officers (IAAO) and a designation from the Saskatchewan Assessment Appraisers' Association (SAAA) or actively working towards the same.
- Excellent oral and written communications skills.
- Proven leadership ability and strong interpersonal skills.
- Solid working knowledge of Microsoft Suite, particularly Access and Excel.
- Demonstrated ability to take initiative, make independent decisions and apply creative and innovative solutions to business problems.

Competition No.: 08-MM02
Salary: \$4,765 - \$5,638 per month
Closing Date: February 15, 2008

Please submit résumés in confidence to:

Human Resource Division
SAMA
200 – 2201 – 11th Avenue
Regina, Sk. S4P 0J8
Fax: (306) 924-8060
E-mail: your.career@sama.sk.ca