

## Employment Opportunity Notice

**Advertisement Number:** 18814  
**Working Title:** District Supervisor  
**Job Classification:** A7S  
**Additional Information:** 2 positions (1 in Morden and 1 in Steinbach)  
**Department/Branch:** Manitoba Intergovernmental Affairs, Assessment Branch  
**City/Town:** Morden/Steinbach  
**Salary Range:** \$58,555 - \$74,423 per annum  
**Closing Date:** March 7, 2008

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**Your resume must clearly indicate how you meet the following qualifications:**

A proven track record in leadership and managing staff; providing client service; undertaking project management, operational planning and quality control. You possess strong written, oral and interpersonal communication skills, creative problem solving, decision-making, strategic thinking and use of personal computers. You have extensive training and experience in management and property valuation methods. May be required to inspect and value properties. Must have a valid driver's license.

**Duties:**

The District Supervisor is accountable for all property assessment functions in the district office, implementing Assessment Service's operational programs and supervising a number of staff in an intermediate size office. The rate of development in these districts, and their complexity, is substantial. You will plan implementation of strategic direction and operational programs; assist staff in developing and achieving individual work plans; ensure District program delivery is economical, on schedule and meets quality assurance guidelines; communicate with clients to determine their needs and priorities, and educate them regarding assessment legislation, policies/procedures. With other senior branch staff, form a management team that collectively ensures fair, consistent and economical assessment across the province. Attend evening meetings and travel throughout the district.

*Employment Equity is a factor in selection: Applicants are requested to indicate in their covering letter or resume if they are from any of the following groups: women, aboriginal people, visible minorities and persons with disabilities.*

***We thank all who apply and advise that only those selected for further consideration will be contacted.***

Apply in Writing to: **Consolidated Human Resource Sector  
Agriculture, Food and Rural Initiatives, Conservation,  
Water Stewardship and Intergovernmental Affairs  
600 – 800 Portage Avenue  
Winnipeg MB R3G 0N4  
Phone: (204) 945-1845  
Fax: (204) 945-3769  
Email: hriat@gov.mb.ca**