

Manager, Assessment and Tax

The Manager will have the following responsibilities:

- provide leadership and management to the department by establishing high level departmental goals and objectives, providing technical direction and promoting excellent customer service
- manage and direct the assessment function ensuring stability in tax revenues, assessment legislation and audit standards are adhered to and appropriate evidence presented to appeal tribunals
- negotiate with senior industry representatives to prepare assessments on multi-million dollar properties
- promote rapport with government and industry and represent the County on government appointed committees
- direct the preparation of annual department budgets and manage resources through system and work process review, staff selection, training and performance evaluations
- manage adherence to property tax legislation and recommend bylaws to Council that promote prompt tax payment; administer tax collection and tax recovery processes to minimize revenue loss
- present issues to senior management and Council so that they are informed and prepared to respond to controversial issues
- participate in public presentations aimed at promoting understanding and acceptance of the property tax and assessment process
- ensure the assessment process is managed in a efficient and innovative manner by attending conferences, seminars and training and researching new techniques and systems

The ideal candidate will have the following:

- extensive knowledge of property assessment legislation, assessment and appraisal techniques, property taxation and tax recovery legislation; an A.M.A.A. designation or equivalent
- excellent mediation, negotiation and communication skills to ensure clear and accurate messages are communicated to Council, the public, government and industry
- ability to provide leadership in committees and meetings to influence decisions and policies
- ability to understand, motivate and influence staff to ensure efficient and effective department operation
- extensive knowledge of municipal government organization, the tax rate calculation and equalized assessment process and property tax funding mechanism

The annual salary range for this permanent position is \$91,291 to \$114,114, working 35 hours per week.

Competition #121-2008 closes April 11, 2008.

Send your application or resume for this competition to:

Strathcona County Human Resources
2001 Sherwood Drive
Sherwood Park, AB T8A 3W7
Telephone: (780) 467-7331
Fax: (780) 464-8521

The logo for Strathcona County, featuring the word "Strathcona" in a large, bold, serif font, with the word "County" in a smaller, bold, serif font directly beneath it.

E-mail: jobs@strathcona.ab.ca

Thank you for your interest in Strathcona County. We contact only candidates selected for interviews.