



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31

ASSESSOR

The Municipal District of Foothills No. 31, a rapidly growing rural Municipality in Southern Alberta, is inviting applications for a permanent full time position of Assessor. Our municipality has approximately 18,000 parcels and offers the challenges of property valuation to an individual with the required skills and experience.

We are looking for an individual who possesses knowledge of assessment and appraisal concept, techniques, principles and processes. You will have the ability to use and apply the cost and sales comparison approach to value and the ability to prepare reports and make presentations to the Assessment Review Board and the Municipal Government Board. This includes visiting and inspecting properties, analyzing the collected data and applying the sales comparison and cost approach to determine a typical market value.

Proven effective communication skills and quality customer service are necessary.

Your experience should include the use of Microsoft applications such as Excel and MS Word. Preference will be given to experience with a CAMA system.

The successful candidate may be currently enrolled or has completed a certificate or diploma in a Real Property Assessment/Appraisal college program. Related experience in assessment or appraisal will be an asset.

A valid class five driver's license is necessary.

Salary Range: \$40,000 - \$65,000 per annum

Level of position and salary dependant upon experience and qualifications

Interested applicants are invited to submit a resume no later than 4:30 p.m., Friday, April 11, 2008 to:

Human Resources Department
Municipal District of Foothills No. 31
P.O. Box 5605/309 MacLeod Trail
High River, AB TIV IM7
Email: opportunities@mfdfoothills.com
Fax: 403-652-6900

We thank all interested parties but only those candidates being considered for an interview will be contacted.