



Supervisor, Residential Assessment Assessment & Taxation Department

This is a permanent, full time leadership position, working thirty-five (35) hours per week.

If being a leader in our organization and having an opportunity to influence change excites you; if working with broad responsibilities, interesting and creative work, and contributing to our strategic plan increases your job satisfaction...then this may be the job for you!

Reporting to the Deputy Regional Assessor, you are responsible for:

- Managing the residential assessment function and maintaining confidentiality of information.
- Providing leadership in the development and the implementation of program goals, objectives, measures, outcomes, training, and guidance and preparing related reports.
- Assisting in the development of operational budget for the residential function.
- Managing the residential assessment function through the utilization of a computer assisted mass appraisal system in accordance with provincial legislation, municipal confidentiality bylaw and the Assessor's Association guidelines.
- Analysing, evaluating, and formulating assessment valuation models.
- Assisting the Deputy Regional Assessor in compiling, analysing, evaluating, and preparing of reports for the General Manager and Provincial Assessment Standards Branch.
- Compiling, analysing and evaluating reports for internal documentation, recommending appropriate corrective actions.
- Analyzing, preparing, and presenting to the courts, the required defence documentation and reports used in connection with the valuation aspect of the assessment complaints and appeal process, in compliance with Provincial legislation.

You will possess a Diploma in Real Property Assessment from a recognized institute. An accredited Municipal Assessor of Alberta (AMAA) or equivalent. Five (5) years directly related experience, including (2) two years in a supervisory role with strong analytical, communication, interpersonal and leadership competencies are required. Thorough knowledge of Alberta Municipal Government Act and related assessment regulations. Ability to read and interpret blueprints. A valid Alberta Class Five (5) Driver's License and a personal vehicle for business use are also required.

Salary \$84,846 – \$108,268

In addition to the rate of pay, we offer other attractive incentives:

- excellent training and development opportunities
- an extensive employer paid benefits plan
- home equity protection program
- an additional annual payment of \$12,480 which represents a cost of living allowance

Competition Number 08-0186

Closing Date June 6, 2008

If you are interested in this challenging and exciting position, please forward your resume to: The Regional Municipality of Wood Buffalo, Human Resources Department, Suite 103, 9816 Hardin Street, Fort McMurray, AB T9H 2K4, Fax (780) 743-5401 or apply online at www.woodbuffalo.ab.ca
We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted.