



Camrose

3755 - 43 Avenue, Camrose, Alberta, T4V 3S8
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Website: www.county.camrose.ab.ca E-mail: county@county.camrose.ab.ca



Camrose County invites applications for the position of Senior Assessor. Camrose County is located SE of Edmonton with its Administration Office located in the City of Camrose. The County has a population of 7577 and hosts a strong and diverse economy based on agriculture, oil and gas. The region offers its residents access to excellent education and recreational programs, facilities and a rural lifestyle rich in community spirit and pride. The County has a total Assessment of 1.27 billion with 47% non residential, 42% residential and 11% farmland.

The Senior Assessor is a Department Head position answering to the County Administrator and is responsible to plan and co-ordinate and supervise activities of the Assessment Department. Specific duties include:

- Prepare assessments and defend assessments in accordance with the MGA, Regulations and Bylaws
- Prepare and implement short term and long term plans and objectives
- Monitor market value trends of properties and maintenance of sales data
- Review and verify assessment data base
- Update land title changes and ownership changes
- Maintain assessment reinspection cycle
- Maintain assessment to sale ratio studies as required by assessment audit
- Defend assessments to the Assessment Review Board and/or Municipal Government Board
- Communicate and supply information to the general public, ratepayers, landbuyers, appraisers, realty agents, other municipal governments and the provincial government
- Set and maintain a business plan and budget and for the assessment department

The successful applicant must have excellent communication, interpersonal skills, effective planning skills, and decision making abilities.

The successful applicant must have the follows qualifications:

- Accredited Municipal Assessor of Alberta (A.M.A.A) with a minimum of 4 years experience in property assessment
- Computer skills utilizing various software (COMPASS, ASSET, Bellamy Software, Word, Excel)
- Class 5 driver's license (abstract and criminal record required for employees)

Salary Range: \$68,818.29 - \$87,176.97 per annum

Closing Date: Monday, August 25, 2008 at 4:30 p.m.

Please submit your resume in confidence including training, experience, salary expectations and references to:

Steven Gerlitz
County Administrator
Camrose County
3755-43 Avenue
Camrose, AB T4V 3S8
Fax: (780) 672-1008
Email: sgerlitz@county.camrose.ab.ca Website: www.county.camrose.ab.ca

We thank all applicants for their interest in this position and advise only those applicants invited to an interview will be contacted.