

Job Title: MANAGER, ASSESSMENT ADVISORY

Job Classification: MANAGER

Salary Range: \$70,656 TO \$95,076 PER ANNUM

Closing Date: September 2, 2008.

Open Competition - Number: 051272

[Municipal Affairs](#) , **Edmonton** - Reporting to the Director of the Education Tax and Assessment Advisory unit, you will manage a professional team in working towards the Assessment Services Branch goal of having a well-managed and efficient assessment and property tax system in which stakeholders have confidence.

To achieve this result your duties will include:

- Development of assessment and property tax policy relating to market-value-based property assessment;
- Develop and maintain handbooks and professional guides to ensure that practices and methodologies are current;
- Develop and manage various training and information programs relating to market-value-based property assessment. This involves working with educational, professionals, and municipal partners on professional development activities for assessors;
- Develop and maintain strong relationships between the Assessment Services Branch and both municipal and industry stakeholders;
- Provide assessment advice to assessors, municipal officials, ratepayer groups, and property owners.

This position requires extensive knowledge of the assessment and property tax system in Alberta. In addition, the successful candidate will have demonstrated leadership competency, strong planning and organizational skills, and effective decision-making and problem-solving skills.

Qualifications: A related degree or diploma, or a Certificate in Real Property Assessment with an Assessment/Appraisal Designation, plus related supervisory and/or managerial experience. An understanding of the Municipal Government Act and project management would be an asset. Equivalencies will be considered.

Note: This competition may be used to fill future vacancies within the Government of Alberta. Final candidates for this position will be asked to undergo a security screening.

Online applications are preferred. Please visit our website at www.chr.alberta.ca. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the competition number, to: Alberta Municipal Affairs, Human Resource Services, 18th Floor, 10155 -102 Street, Edmonton, Alberta, T5J 4L4, Fax #: (780) 422-0214. Please ensure you quote the competition number.