



Rocky View is one of Canada's fastest growing municipalities experiencing tremendous opportunities for growth. We have a dedicated team of professionals who work with a number of stakeholders to develop innovative and unique solutions for the complexities of rural and urban development. We are searching for individuals who want challenging work, thrive in a fast-paced environment, provide excellent customer service, and have a great attitude that enables the municipality to grow.

Residential Supervisor – Assessment & Taxation Competition #08BS – 079

Reporting to the Manager of Assessment and Taxation the Residential Supervisor is responsible for the coordination of the property assessment function, including assisting the Manager in establishing and maintaining an accurate Assessment Roll and Taxation Base for all real property in the Municipal District of Rocky View. Additionally, the Residential Supervisor supports the Manager through monitoring and ensuring quality control; developing performance benchmarks and measures; completing performance reviews on Assessment staff; managing processes, procedures and preparation of various management reports detailing progress on annual assessment and taxation workloads. This position involves collaboration with the Non-Residential Supervisor, Tax Coordinator and Manager in coordinating, developing and monitoring work plans, strategies and work teams to comply with legislative requirements in order to successfully accomplish goals and objectives in support of corporate and departmental mission statements and annual objectives.

As the Residential Supervisor you will be responsible (but not limited) to:

- Develop work plans, benchmarks, performance measures and timelines for the completion of annual work. Monitoring and reporting on progress of assigned tasks. Involved in the hiring process including compiling interview questions, evaluating suitable candidates and assisting in the selection process. Completion of performance reviews on staff.
- Effectively determine property attributes, which affect value and consistently apply those judgments to properties within specified market areas in order to determine market values for assessment and taxation purposes. A strong ability to interpret land titles, code sales, review titles, instruct other staff members and perform valuations for residential properties is a requirement for this position.
- Select the best valuation approach for various property types and communicating decisions to Assessors and Assessment Technicians.
- Assist in performing on-site physical inspections
- Negotiating effectively and efficiently with all stakeholders; particularly taxpayers, in a variety of situations (open house, telephone inquiries, field inspections and assessment complaint resolution), including residential and farm property owners, commercial and industrial property owners, property tax agents, and senior industry and government officials.
- Conduct electronic data transfers and provide support for data loads into various programs (ASSET, Assessment Audit and CAMAlot).

- Ensure compliance with Provincial ASSET requirements are met for both the valuation standards for residential and farm properties (land and building categories).
- Participates in public presentations by taking a lead role in defending assessed values (presenting both argument and evidence) for a wide range of assessment appeals before the Assessment Review Board and the Municipal Government Board and appearing as an expert witness for the M.D. Coach and assist the Assessors and Assessment Technicians in case preparation and presentation.
- Mentor, Coach and provide Sponsorship and Professional Development to staff and for candidates and associate members of the Alberta Assessors Association. Assume responsibilities of Invigilator for courses and exams as requested.
- Assist the Tax Coordinator, Non-Residential Supervisor and Manager of Assessment & Tax Services in establishing and communicating taxation policy for the M.D. in conjunction with provincial legislation. Assist with application of the TIPPP program. Assist in ensuring the taxation database is accurate and reflective of current ownership and addressing information. Future plans for implementation of a supplementary assessment and supplementary tax will become part of the Residential Supervisors' duty involving assessment and taxation matters for the Municipality.
- At the direction of the Manager of Assessment and Tax assist in the tax recovery process for residential and farm properties, including interpreting and ensuring the guidelines and procedures for tax recovery are applied in a consistent and fair manner.

As the successful candidate you will possess a related undergraduate university degree in addition to ten to twelve years relevant progressive experience in assessment as well as three to five years managing and or supervising staff and/or relevant post-secondary degree or equivalencies including accreditation as a Municipal Assessor of Alberta, possessing the AMAA designation. Accreditation in site specific appraisal or mass appraisal through the Appraisal Institute of Canada – AACI or CRA designation; or through the International Association of Assessing Officers – CAE or RES designation or equivalencies. Completion of the Certificate In Real Property Assessment Program offered through the University of British Columbia and completion of and certification in the H2S Alive Program.

Interested applicants are invited to submit their resume and cover letter quoting the competition number in the subject line of the e-mail on or before Sunday, September 28, 2008 to:

Human Resources
Municipal District of Rocky View
911 - 32 Avenue N.E.
Calgary, Alberta T2E 6X6
Fax: (403) 276-1407
E-mail: careers@rockyview.ca