

Job Title: MANAGER, UNIT OPERATIONS, WELL & PIPE ASSESSMENT

Job Classification: Manager

Salary Range: \$70,656 TO \$95,076 Per Annum

Closing Date: November 3, 2008.

Competition Number: 052596

[Municipal Affairs](#) , **Edmonton** - Are you interested in joining an exceptional team for a great career opportunity?

If so, your proven team leadership traits and effective communication skills will encourage confidence, empowerment, mentoring and coaching to allow the team to be successful in the regulated world of linear property assessment.

The Linear Property Assessment Unit is looking for an Operations Manager to coordinate all the activities around: preparing the assessment notices and assessment roll, assist in developing and delivering education and training, having significant input into appeal strategies, contract management, providing sound business analysis, including risk and issues management in a multiple project management environment.

We want a person who can provide a collaborative management style to instill stakeholder confidence. Your strategic and critical thinking skills allow you to have reliable judgment for your input into the team decision making process.

You will be able to communicate operational requirements for our internal data system needs to IT professionals and use your project management skills to assist the assessment professionals to analyze, interpret and implement policy and legislation.

Like most of our work in Municipal Affairs, the job requires someone who can handle a diverse and fast-paced environment. Are you up for the challenge?

Qualifications: An AMAA, AACI or CAE designation, and completion of the Real Property Assessment Program (University of British Columbia), and/or related engineering and/or industry equivalent in the Petroleum Sector. An additional asset would be related legal education and/or experience. Several years of directly related team leadership, supervisory/managerial experience required. Intermediate to advanced skills with programs such as Excel, SAS (statistical program) and information/database management is beneficial. Knowledge of the Energy Resources Conservation Board and Alberta Utilities Commission processes would be considered an asset. Equivalencies will be considered.

Online applications are preferred (<http://www.jobs.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.

We thank all candidates for their interest; however, only individuals selected for an interview will be contacted.