

Working for The City of Calgary: Would it 'work' for you?

There are more than 13,000 City of Calgary employees, with more than 13,000 reasons they've chosen to work here.

Come join us. The City of Calgary's employee team, the cornerstone of a community where new people and new ideas are welcomed, and the quality of life is valued above all else.

Recognized as a global leader in municipal excellence, The City of Calgary provides more than 500 services and programs. That means there are many opportunities here for challenging, satisfying and rewarding employment.

As an employer, The City sets a refreshing new standard in personalized work-life balance: flexible schedules, an attractive benefits plan, education and training programs, advancement possibilities, and above all, the opportunity to make your mark in the community you've chosen as your home.

You'll find a full listing and description for these and other positions currently available at calgary.ca/careers.

Assessment Data Officer

Assessment

Assessment prepares property and business market value assessments for municipal and education tax collection. Our assessors review, evaluate, and assess properties and businesses to maintain a competitive real estate market.

The Assessment Data Officer (ADO) collects and processes real estate market and inventory information related to property and business assessments. Responsibilities include ensuring that assessment roll growth arising from new construction, inventory changes and market transactions are initiated, captured and processed, supporting information acquired, and the process concluded within legislative and policy requirements.

Specific duties include:

- information gathering and interpretation: monitor multiple information sources to determine inventory change and construction activity taking place in Calgary;
- acquire the required inventory information to support the assessment process, through a variety of methodologies; use knowledge of inventory and physical information required for property assessment purposes to ensure the right information is acquired;
- use judgment to interpret qualitative and quantitative data elements;
- assessment roll preparation: update information regarding property and business assessments due to new growth, or changes in the physical condition or characteristics of properties or businesses, required for the assessment rolls;
- compare corresponding assessment preparation progress, including determination of year-end status, and subsequent year implication;
- market research: monitor property sale and tenant transactions taking place in Calgary, and acquire corresponding market information;
- interpret information acquired and ensure its applicability and adequacy for assessment preparation purposes;
- determine whether and where changes made to business unit information, and process changes may be required;
- quality control of information entry and analysis: analyze and enter market information in the appropriate form into assessment databases as required;

- ensure the market information entered is appropriate, considering among other aspects the location, type of property or business, and valuation approach that would be utilized on that property or business;
- respond and follow through on requests for market and inventory information in specialized circumstances.

The successful applicant must possess a minimum of an undergraduate degree in Real Estate, Economics, Public Administration, Business Administration, Commerce or a related discipline. Experience in real estate or property assessment would be an advantage. Intermediate Microsoft Word, Excel, Outlook and PowerPoint skills and basic typing skills (30+ words per minute) are required. The successful applicants must possess a valid Class 5 Driver's License, have no more than six demerits on their driver records and have a personal vehicle with appropriate insurance. Core competencies include effective communication and customer service skills, the ability to work independently, excellent organizational skills, and attention to detail and accuracy.

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications. ***More than one position may be filled from this competition.***

Union/Position: CUPE Local 38/Limited Term (up to two years)

Compensation: Pay Grade 8 (2008 Rates compensation under review)

\$24.77 - 27.25 - 28.62 - 30.05 - 31.54 - 33.13 per hour

Hours of Work: This position works a standard 35 hour work week.

Applicants quoting reference #109476 must apply on or before February 18, 2009.

For more information about this position or to **apply online** visit our website: www.calgary.ca/careers and click on **career opportunities** or mail your resume to:

The City of Calgary
Human Resources (#8107)
P.O. Box 2100, Station M
Calgary, Alberta T2P 2M5

Reference number must be quoted on your application.

We thank all applicants for their interest. However, only individuals selected for interviews will be contacted.