

**Commercial Assessment Coordinator**  
**Assessment & Taxation Department**  
**City of St. Albert**  
(Permanent Full Time)

**The Opportunity:** The Assessment and Taxation Department requires a Commercial Property Assessor to coordinate and implement all non-residential property valuations for the City of St. Albert. The successful candidate will be responsible for the assessment of all commercial, industrial, institutional, and multi-family properties within the municipality. This includes the ability to apply appraisal theory & methodology in a mass appraisal environment. Other responsibilities include defending assessments before the Assessment Review Board and Municipal Government Board. The successful individual must be comfortable working independently. They will be required to take a lead role in this area as well as to mentor other staff members.

**Qualifications:**

- possess an A.M.A.A. or A.A.C.I designation.
- minimum five years of progressive experience in non-residential property assessment, with minimum three years direct experience using the income approach to value.
- completion of a diploma or degree in real property assessment/appraisal, or a related discipline.
- strong computer skills including Excel, Word, Access, Marshall & Swift software.
- Experience with CAMA lot would be an asset.
- high degree of experience in dealing with the public.
- excellent analytical, oral and written communication skills.
- possess a valid driver's license.
- applicants may be subjected to a written test.

**Hours of work:** Standard hours of work are 8:00 a.m. to 5:00 p.m. Monday – Friday. The City offers a compressed work schedule of 72 hours bi-weekly.

**Salary:** \$67,148 to \$81,694 per annum. In addition there is a generous and comprehensive benefit package.

Security Clearance will be required for this position.

Qualified candidates are invited to forward their resume quoting Competition #09/123A to be received by September 18, 2009 to:

**Human Resource Services**  
The City of St. Albert  
216 - 7 St. Anne Street  
St. Albert, Alberta T8N 2X4  
fax: (780) 459-1729  
online applications: [www.stalbert.ca/employment](http://www.stalbert.ca/employment)



*We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.*

