



CITY OF *Lethbridge*

EXTERNAL

October 22, 2009
Posting # 09 -170

ASSESSMENT & TAXATION ADMINISTRATOR Permanent Position

The City of Lethbridge, Assessment and Taxation Department, is currently accepting applications for the permanent position of Assessment & Taxation Administrator. Reporting directly to the Assessment & Taxation Manager, the successful candidate will be responsible for overseeing the provision of fair and equitable property assessments to ensure that taxpayers pay their fair share towards tax supported services provided by the City, and so that revenues can be properly estimated and future planning accomplished.

You will accomplish these goals by supervising, monitoring, reviewing and coordinating the department activities and a team of Appraisers, ensuring that work is completed accurately and within the applicable deadlines. You will maintain a current and accurate record of all property and property details so that the Department can provide an accurate assessment roll each year. This will involve analyzing all property sales in order to develop valuation models, neighborhood delineations, modifiers and depreciation schedules, etc. in order to identify and apply market fluctuations to the assessment roll.

If successful you will also be responsible for producing and submitting required data for the ASSET, CAMA and Tax programs, ensuring the information is accurate, meets legislated standards and is available for use by other City Departments and the public; assisting with the production of annual and supplementary assessment and taxation rolls and providing estimates of assessment growth to assist in the preparation of tax rates; acting in the capacity of Assessment & Taxation Manager in his absence and helping to determine budget and staffing requirements as well as Department goals; and assisting with the design, installation and maintenance of the CAMA and TAX administration systems in order to ensure a stable product.

QUALIFICATIONS:

Our ideal candidate will have at least one of the following designations: AMAA, AACI or CAE. Completion of a related post-secondary program is required, preferably the Business Administration Diploma in Appraisal and Assessment from Lakeland College, Certificate in Real Property Assessment or Diploma in Urban Land Economics from U.B.C. In order to be successful in this position, you must also possess considerable management or supervisory experience, well-developed communication and relationship building skills. You must be able to demonstrate extensive knowledge and experience in the urban assessment field, including the application of mass appraisal techniques and sound judgment in determining valid market influences. You must also have extensive knowledge and experience working with the Municipal Government Act, relevant Provincial Regulations, City Bylaws and policies.

The City of Lethbridge offers a comprehensive, flexible benefits package. Salary Range: \$93,856 to \$117,320 (under review for 2010). For further information on this opportunity contact Stan Dilworth, Assessment & Taxation Manager at (403) 320-3951.

To apply, forward a cover letter and resume by Friday, November 6th, 2009, **referencing Posting # 09-170**, to:

Human Resources, City of Lethbridge
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Fax: (403) 320-9369 E-mail: humanresources@lethbridge.ca