

EDMONTON

Assessor III Job Number: 5576

This posting is for up to three (3) permanent positions and one (1) temporary position for up to 18 months in accordance with Article 18.02 in the Collective Agreement.

As an Assessor III, you will be responsible for preparing and defending values on a wide variety of property, building, machinery or other assets for the purposes of taxation. This will include:

- Supervise, administer and facilitate the assessment work within the assigned area including setting goals and objectives, evaluating and preparing performance appraisals of direct reports
- Develop, prepare and report monthly performance measurements to unit manager
- Prepare and post annual, monthly and weekly work plans for assigned staff
- Provide mentoring, coaching, advice, guidance and direction to less experienced staff
- Conduct technical assessment work at an advanced level and prepare, communicate and/or defend property assessments as necessitated by complexity, work volume or staff development
- Oversee the preparation and presentation of evidence at quasi-judicial hearings and ensure that preparation and exchange of evidence meets legislated timelines
- Determine valuation methodology, using all approaches to value, justify, document and publish reconciled valuation methodology
- Oversee the creation of valuation models in SPSS and other approved valuation tools, using all approaches to value
- Monitor annual collection of inventory requests for market information (financial and sales), analyzing the responses gathered to develop required database of information for valuation purposes
- Monitor the annual inspection process and ensure that property changes are reflected on the roll
- Establish, justify and ensure adherence to set parameters (i.e. time lines, quality assessment standards, best practices, established processes, data collection, review of exception reports and valuation models)
- Explain and discuss assessments with taxpayers, draft responses to written inquiries, attend and present assessment documentation at public information forums
- Analyze data and prepare reports for management purposes
- Identify staff training requirements and seek out educational opportunities to address identified needs
- Approve and/or deny all leave requests, including vacation in consideration of workload
- Interpret and apply applicable policies, regulations, statutes
- Interact with ratepayers, tax agents, land agents, appraisers and developers
- Performing other related duties as required

Qualifications:

- Accredited Municipal Assessor of Alberta (AMAA) designation, Accredited Appraiser Canadian Institute (AACI) with course work in Alberta Assessment Legislation, or Certified Assessment Evaluation (CAE) with course work in Alberta Assessment Legislation and computer assisted valuation
- Four (4) years post accreditation valuation experience, of which two (2) years should be regularly using the three approaches to value
- Completion of the University of British Columbia Certificate Program in Real Property Assessment or an equivalent education in a computer assisted mass appraisal program
- Considerable knowledge and experience developing valuation models utilizing SPSS software
- Expert knowledge of assessment legislation, regulations and bylaws
- Working knowledge of TACS application
- Working knowledge of standard desktop applications
- Management and/or supervisory course work and demonstrated team leadership ability
- Strong analytical, verbal, and written communication skills
- Possession of a valid Alberta Driver's License

Note: Applicants will be tested

Hours of Work: 33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of a variable hours of work program.

Salary Range: 21M, Salary Grade: 032, \$38,958 - \$49,714 (Hourly), \$2,629.67 - \$3,355.70 (Bi-Weekly), \$68,634.260 - \$87,583.640 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

General:

- Civic Service Union 52 members are asked to send a copy of their application to the union office.
 - The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
 - We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.
- The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extraprovincial credentials at www.tilma.ca.

Human Resources Consultant: MM/MC

Classification Title: Assessor III

Posted On: Aug 16, 2010

Closing Date - 11:00pm on: Sep 8, 2010

Number of Openings (up to): 4 - Permanent and Temporary Positions Full-time

Union: CSU 52

Department: Assessment (Planning and Development Department)

Work Location(s):

Chancery Hall, 6th Floor (257)

3 Sir Winston Churchill Square

Edmonton, T5J 2C3

City of Opportunity: City of You

THE CITY OF
Edmonton

Want to apply? Need more details? Visit www.edmonton.ca/careers

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.