

Manager, Assessment Audit North

Alberta Municipal Affairs, Edmonton. An exciting career opportunity currently exists in our Assessment Services Branch, Edmonton Office.

Reporting to the Director of the Assessment Audit Unit, you will manage a dynamic team of professionals that monitors assessments prepared by municipalities for compliance with provincial legislation and best practices.

To achieve these results, your duties will include:

- Planning and managing the Assessment Audit Program.
- Collaborating with auditors in maintaining and improving the Audit Unit practices and procedures.
- Auditing assessments as part of the annual equalized assessment and education tax process.
- Developing and maintaining strong collaborative relationships with municipal stakeholders.
- Reviewing mass appraisal application, valuation and quality assurance techniques.

To deal with highly sensitive and complex issues, you will possess sound judgment, problem-solving and decision-making skills. Your excellent interpersonal, organizational, analytical and communication skills will enable you to meet the challenges of working in this dynamic and changing environment. You have extensive knowledge and experience with property valuation and taxation, as well as an in-depth understanding of provincial initiatives and policies that may impact Alberta's property tax system and the legislation administered by the Ministry.

Qualifications: An AMAA, AACI or CAE designation. Extensive experience in working with the Alberta assessment and taxation process is required. Preference will be given to candidates with extensive demonstrated experience with the Municipal Government Act, its regulations, and other relevant legislation. Demonstrated related experience in project management, stakeholder consultation and providing supervision to staff is preferred. Equivalencies will be considered.

Final candidates for this position will be asked to undergo security screening. This competition may be used to fill future vacancies.

Online applications are preferred. If you are unable to submit an electronic version of your resume, please submit your resume, quoting the Job ID number, to: Alberta Municipal Affairs, Human Resource Services, 18th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4 Fax: (780) 422-0214. Applicants who apply

online will be able to track the status of their application.

We thank all candidates for their interest. All applications will be reviewed to determine which candidate's education and experience best meets the needs of the position. Only individuals selected for interviews will be contacted.

www.jobs.alberta.ca