

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 of positions currently available with The City of Calgary at calgary.ca/careers.

The City of Calgary Career Opportunity Co-ordinator, Assessment Review Board

Reference # 112213

Closing Date: Oct. 8, 2010

Business unit information

City Clerk's Office is focused on providing support to City Council and the Administration with regard to governance and legislation. City Clerk's is striving to meet the challenge of delivering services that are growing in complexity and volume to a corporate organization and body of elected officials.

Responsibilities

Reporting to the Manager, Quasi-Judicial Boards, the Assessment Review Board (ARB) Co-ordinator manages the operations of the ARB for complaints filed against the assessments of properties and businesses.

Primary duties include:

- Ensuring compliance with all legislation that governs the ARB which includes directing and overseeing complaint entry, depositing/reconciling/refunding fees, sending notices of hearing and decision to all parties, collecting evidence, recording decisions of the Board and capturing and storing the records of hearing, appeals filed to the Court of Queen's Bench.
- Providing administrative support to the Board members and ensuring they receive adequate training, working with the General Chairman to schedule complaints, and organizing hearings of the Board.
- Responding to Aldermanic and media requests, escalated customer inquiries and conducting media interviews.
- Providing business expertise for system enhancement/development of applications, monitoring and reporting deficiencies for system applications, and testing version

upgrades for applications used in the ARB office.

- Partnering with other business units on strategic initiatives and major projects.
- Writing and presenting reports to Committee, researching and extracting data for preparation of statistical and progress reports, and compiling the Annual Report on ARB activity.
- Forecasting the budget and analyzing variances.
- Supervising and guiding employees (e.g. hiring, training, motivating, coaching, performance reviews) and resolving personnel issues.

Qualifications

The successful applicant will possess a degree in Business, Commerce, Public Administration, Law or hold an equivalent designation supplemented by at least four years of experience in a legislative/quasi-judicial environment. This position requires previous experience in supervising employees. Preference will be given to those with experience working in an environment with multiple computer-based systems, responsible for the stable and reliable operations of those systems. Subject matter expertise and project management experience are assets. A valid Alberta Class 5 driver's license and vehicle are required.

The ideal candidate will possess excellent communication skills; customer, organizational and public sensitivity; the ability to interpret and apply legislation and to translate these requirements; well-developed analysis, research, problem solving and decision-making skills; and the ability to coach and train staff in a high-profile, public oriented, deadline driven environment.

Note

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications. Applicants will be tested for appropriate skills.

Applicants quoting reference 112213 must apply on or before Oct. 8, 2010.

For complete details about this position or to **apply online** visit our website at calgary.ca/careers and click on **Job 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 112213 must be quoted on your application.

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