

EDMONTON

Supervisor, Assessment Review Board Job Number: 5833

The Assessment Review Board is required to comply with the *Municipal Government Act*, *Matters Relating to Assessment Complaints Regulation*, and *Assessment Review Boards Bylaw*. As Supervisor - Assessment Review Board, you will be wearing many hats to ensure that the legislated deadlines are met and protocol processes are followed. In this fast-paced environment, you will be managing resources, developing and implementing processes, strategic planning, and providing technical advice on assessment policy decisions. The following areas of responsibility will require demonstrated experience as a leader and manager:

- Providing leadership and supervision of professional and administrative staff, including hiring, and managing performance expectations
- Providing support to the Board Officers on procedural and legislative issues
- Developing and overseeing Hearing schedules, by assigning Board members and professional staff
- Attending hearings, and recommending and advising the Presiding Officer and board members on applicable policies and/or legislation
- Collating Board decisions and jurisprudence for consistency in future decision making to withstand appeal scrutiny of the Courts
- Ensuring proper affidavit and support material documentation
- Developing and facilitating educational development for Board members and staff
- Participating in the establishment of performance indicators and targets to meet section objectives, and participating in the business plan development
- Liaising with local and provincial jurisdictions to ensure appropriate protocols are followed

Qualifications:

- University degree in Law or Business Administration or related discipline
- Accredited Appraiser Canadian Institute (AACI), Certified Assessment Evaluation (CAE) or an Accredited Municipal Assessor of Alberta (AMAA) designation is required
- Minimum five years in progressively responsible and diversified experience in Real Property Assessment. Experience appearing before an Assessment Review Board would be considered an asset
- Extensive experience as a leader/supervisor
- Superior communication skills, including verbal, written and presentation
- Strong Microsoft Office Suite skills
- Demonstrated skills in negotiating and dispute resolution with a customer service focus
- Must have the ability to organize and schedule several priorities to meet legislated deadlines.

Hours of Work: 36.9 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: 91M; Salary Grade: PT2; \$62,762.650 - \$89,659.830 (Annually).

General:

- 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 applicants 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 extra provincial credentials at www.tilma.ca.

Human Resources Consultant: MM/IS

Posting Date: Nov 2, 2010

Closing Date - 11:00pm on: Nov 17, 2010

Number of Openings (up to): 1 - Permanent Full-time

Union: Management

Department: Boards (Corporate Services Department)

Work Location(s): Assessment Review Board, 1 Sir Winston Churchill Square



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.