



We Are Hiring Position Posting

Deputy Assessor and Associate Assessor Assessment Department

Northern Sunrise County is a vibrant and action-oriented municipality that is looking for two fulltime permanent positions – a Deputy Assessor and an Associate Assessor. These positions will interest you if you enjoy working in an environment that encourages development, fosters growth and looks at the big picture.

The Deputy Assessor and Associate Assessor will both assist the Director of Assessment in the delivery, administration, and valuation process of properties in the County, which has about \$2 billion in assessment base. Northern Sunrise County supplies assessment services to five other municipalities and the appointed assessor is the Municipal Assessor designate for all six municipalities.

The successful candidate for the Deputy Assessor position will have a certificate in Real Property Assessment, 5 years related experience in the Assessment field, and designation as an Accredited Municipal Assessor of Alberta.

The successful candidate for the Associate Assessor position will have a certificate in Real Property Assessment, 2 years related experience in the Assessment field, and will be working towards their designation as an Accredited Municipal Assessor of Alberta.

Employment with the County is conditional upon receiving the following documents before your first day of work:

- Satisfactory Criminal Record Check
- Satisfactory Driver's Abstract

Position descriptions are available on our website at www.northernsunrise.net.

Interested candidates may apply to:

Olive Toews, Director of Legislative Services & Human Resources
Northern Sunrise County
Bag 1300, Peace River, AB T8S 1Y9
Phone 780-624-0013 Fax 780-624-0023
otoews@northernsunrise.net

The position will remain open until a suitable applicant is found. We would like to thank all applicants for their interest in this position, but only those selected for an interview will be contacted.





Department: Assessment

Location: Northern Sunrise County

Status: Vacant

Northern Sunrise County is abundant with oil and gas, forestry, agriculture and tourism. It encompasses a vast area of over 21,000 square kilometers of unspoiled wilderness and agricultural land, including small hamlets and villages, providing endless adventure and economic potential. In addition, the thriving town of Peace River is nearby offering all the necessary amenities for modern living.

POSITION SUMMARY:

Reporting to the Director of Assessment, the Deputy Assessor is responsible for addressing and responding to inquiries from ratepayers and other departments regarding property assessment and taxation of about \$2 billion assessment base. The Deputy Assessor will assist in the delivery, administration, and valuation process of properties and provide technical assistance and support to the Assessment Department. The Deputy Assessor must ensure that all applicable municipal policies and bylaws, provincial legislation and federal legislation are adhered to.

SPECIFIC ACCOUNTABILITIES:

- Provide expertise, administrative support and information to the Director of Assessment.
- Analyze and record all property (residential, farmland, commercial, and industrial) characteristics in required formats.
- Complete detailed re-inspections (20% of County per year) of all property types as required.
- Assist in assessing the more complex and/or unusual properties, or special purpose improvements.

- Develop and apply rates for depreciation and obsolescence as determined from market value analysis to maintain a fair and equitable assessment.
- Analyze data and prepare reports for management purposes.
- Assist in the setting of annual goals for the department.
- Explain and discuss assessments with taxpayers, draft responses to written inquiries, attend and present assessment related information at public information forums and defend valuations before both the Assessment and Municipal Government Review Boards.

QUALIFICATIONS/EXPERIENCE:

- Accredited Municipal Assessor of Alberta designation and a minimum of 5 years' experience working in the Assessment field.
- A Real Property Assessment two-year certification.
- Post-secondary education must include computer assisted mass appraisal valuation, economics and building construction course work.
- Experience in one or more of the following types of assessment would be an asset: residential, commercial, industrial, farmland and oilfield properties.
- Experience working with a Computer Assisted Mass Appraisal System
- Proven ability to understand computer applications, including spreadsheet application, database mechanics, and structures and multiple regression analysis
- Knowledge of provincial regulations and municipal bylaws and policies relating to the Assessment Department would be a definite asset.
- Valid Class 5 Alberta Driver's License with positive driving record.
- Excellent time management and organizational skills.
- Excellent written and verbal communication skills.
- Strong attention to detail required.
- Ability to work independently and exercise sound judgement, discretion, tact and confidentiality at all times.
- A positive record of working effectively with appointed and elected officials, volunteer boards and committees and the general public.
- Experience with Health and Safety committees and their policies.
- Willingness to take other training as required.

WORKING CONDITIONS & PHYSICAL ENVIRONMENT:

- Extensive use of computers and related equipment.
- Long periods of sitting, good lighting, temperature and noise control.
- Must be physically fit to perform field work and inspect property in all stages of development and construction.
- Working in all weather conditions is required.
- Use and operation of a vehicle, as travel is required.
- Occasional environmental exposure to weather conditions, rough terrain.
- Regular working day consists of 7.25 hours; however occasional overtime or weekend work may be required.

HEALTH & SAFETY:

- All personnel working at Northern Sunrise County are governed by the County's Health and Safety Policy and are eligible to be a member of the Health and Safety Committee.
- Ensures all operations are conducted in a safe manner and in accordance with County Policies and Occupational Health and Safety Regulations.
- Ensure proper safety training and safe work practices for staff.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Last reviewed June 2021



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POSITION SUMMARY:

Reporting to the Director of Assessment, the Associate Assessor is responsible for providing technical assistance and support to the Assessment Department. The Associate Assessor will assist in the delivery, administration and valuation process of properties and respond to inquiries from residents and other departments regarding property assessment and taxation of about \$2 billion assessment base. The Deputy Assessor must ensure that all applicable municipal policies and bylaws, provincial legislation and federal legislation are adhered to.

SPECIFIC ACCOUNTABILITIES:

- Assist with the ongoing operations of the Assessment Department.
- Analyze and record all property (residential, farmland, commercial, and industrial) characteristics in required formats and perform data entry as required.
- Complete detailed re-inspections (20% of the municipalities per year) of all property types as required.
- Assist in assessing the more complex and/or unusual properties, or special purpose improvements.

- Develop and apply rates for depreciation and obsolescence as determined from market value analysis to maintain a fair and equitable assessment.
- Analyze data and prepare reports for management purposes.
- Assist in the setting of annual goals for the department.
- Explain and discuss assessments with taxpayers, draft responses to written inquiries, attend and present assessment related information at public information forums and defend valuations before both the Assessment and Municipal Government Review Boards.
- Co-ordinate and exchange data/information with outside sources.

QUALIFICATIONS/EXPERIENCE:

- A Diploma in Appraisal and Assessment, Urban Land Economics or related discipline and a minimum of 2 years' experience working in the Assessment field.
- An AMAA, CAE or AACI designation preferred, or candidates working towards their designation.
- Experience in one or more of the following types of assessment would be an asset: residential, commercial, industrial, farmland and oilfield properties.
- Experience working with a Computer Assisted Mass Appraisal System
- Proven ability to understand computer applications, including spreadsheet application, database mechanics, and structures and multiple regression analysis
- Knowledge of provincial regulations and municipal bylaws and policies relating to the Assessment Department would be a definite asset.
- Valid Class 5 Alberta Driver's License with positive driving record.
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- Excellent written and verbal communication skills.
- Strong attention to detail required.
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