



Senior Assessor

The City of Swift Current is accepting applications for a qualified Senior Assessor to lead our assessment services team within the Financial Services department.

Reporting to the Director of Financial Services, the Senior Assessor plays a key role in achieving the City's financial objectives by applying expert knowledge of property assessment and taxation. This position ensures the fair and equitable valuation of all commercial and residential properties within the municipal boundaries, following legislated rules, principles, and procedures within prescribed timelines. Through accurate assessments, property taxation is levied in alignment with legislated tax tools, contributing to the effective operations and fiscal stability of the City.

Key Responsibilities

- Ensure compliance with legislated rules, principles, and timelines for:
 - General Revaluation
 - Annual Assessment Roll and Levy
 - Supplemental Assessment Roll and Levy
 - Assessment Appeals and Board of Revision Hearings
- Manage major assessment projects, including:
 - Inspections of new properties
 - Ongoing maintenance of existing properties
 - Sales verification and analysis
 - Permit follow-up and related activities
- Verify property exemptions and tax status for legislative compliance.
- Prepare and defend assessment values during Board of Revision hearings.
- Develop and maintain accurate assessment support documentation.
- Research and analyze market data, including sales, income, and cost information, to develop valuation models.
- Apply the three recognized approaches to value: cost, income, and sales comparison.
- Maintain and update assessment software to ensure compliance with legislative requirements.
- Coordinate external engagements with SAMA, auditors, and other stakeholders on assessment matters.
- Represent the City on provincial committees and provide input on legislative changes.
- Prepare clear, accurate written and verbal responses to inquiries from City Council, committees, senior administration, and the public.

Knowledge, Skills and Abilities

- Comprehensive knowledge of municipal, provincial and federal legislation and regulations related to property assessment.
- Strong interpersonal and relationship-building skills to collaborate effectively with staff, external agencies, and the public.
- Understand economic principles and familiarity with local market trends, construction practices and materials that influence property values.
- Proven leadership ability, demonstrating adaptability, strategic thinking, and the capacity to drive change and foster team development.

- Expert knowledge of appraisal principles, including mass appraisal theory, valuation methodologies, and techniques.
- Awareness of relevant case law pertaining to property valuation and assessment.
- Proficiency in computer applications, including Microsoft Office 365, Assessment Office, Statistical Package for the Social Sciences (SPSS), and other related software tools.
- Strong organizational and management skills to plan, direct, coordinate, monitor, and evaluate staff and work assignments.
- Excellent communication skills, both written and oral, with the ability to prepare and present clear, concise reports.
- Analytical ability to collect, interpret, and analyze data for informed decision making.

Required Qualifications

- Post-secondary degree in Urban Land Economics, Business Administration, or related discipline.
- Professional designation as a Licensed Accredited Assessment Appraiser of Saskatchewan (LAAS) or Municipal Assessment Appraiser of Saskatchewan (MAAS) designation.
- Certified Assessment Evaluator (CAE) designation or Accredited Appraiser Canadian Institute (AACI) designation.
- Seven (7) years of progressively responsible experience in municipal property assessment or appraisal.
- Management or supervisory experience.
- Proven experience leading revaluation projects executing change management processes.
- A valid Class 5 driver's license and satisfactory Criminal Record Check are required.

This is a permanent, full-time, out-of-scope position. The City of Swift Current offers a competitive compensation package, including a full employee benefit package and pension plan.

To apply, please submit a cover letter, resume, and three employment references by 4:30 p.m. on Wednesday, December 10, 2025, to:

Human Resources
City of Swift Current
P.O. Box 340
Swift Current, SK S9H 3W1
Email: recruitment@swiftcurrent.ca

A review of applications will commence on Wednesday, November 26, 2025. **Early submissions are encouraged.**

***We wish to thank all candidates who apply,
however only those selected for interviews will be contacted.***