

## **Job Information**

Job Title: Assessment Advisor

Job Requisition ID: 32521

Ministry: Municipal Affairs

Location: Multiple locations available across Alberta

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Permanent

Scope: Open Competition

Closing Date: Open until suitable candidate is selected

Classification: Subsidiary 02B 3625 Program Services 4 Market Adjustment

## **About Us**

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported.

For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

## **Municipal Assessment and Grants Division**

The Municipal Assessment and Grants (MAG) Division delivers the Municipal Sustainability Initiative and other grant programs for Alberta municipalities to support infrastructure and regional collaboration, oversees the property assessment system that is applied by Alberta municipalities, and annually calculates each municipality's share of the provincial education property tax. The division consists of the Grants and Education Property Tax Branch, the Assessment Services Branch (ASB) and the Assessment and Tax Policy Unit.

The Provincial Assessor's office within the ASB is responsible for the property assessment function for designated industrial (DI) property (e.g., linear properties, oil/gas wells equipment, compressor stations, gas plants, heavy oil extraction plants and other major plants) for all municipalities in the province. The assessment function includes the collection of the property inventory, communication with tax payers and municipalities, valuation, and responding to property assessment complaints and appeals.

For more information about Alberta Municipal Affairs, please visit: [Municipal Affairs | Alberta.ca](https://www.alberta.ca/municipal-affairs)

## **Role**

This position is responsible for the preparation of complex designated industrial (DI) property assessment on behalf of the Provincial Assessor for the Province of Alberta.

Recent changes to the Municipal Government Act (MGA) have expanded the assessment function of the Assessment Services Branch (ASB) with the creation of a new property class called designated industrial (DI) property under the authority of the provincial assessor (PA).

This position is required to handle/interpret DI property data/information in preparation of the assessment and act as the subject matter expert in defending the information to the Land and Property Rights Tribunal (LPRT). The expectation of this position is to act independently and to work as part of an interdisciplinary and knowledgeable team of experts.

The areas of expertise include the various disciplines of assessing DI property which includes linear property, machinery and equipment at field sites, and non-residential buildings and structures. This position is responsible for providing expert opinion of the assessment practice and assessment of DI property, as well as the applicable legislation and regulations that are used.

**Responsibilities:**

As an Assessment Advisor you will be responsible for:

- Assisting in the preparation of the designated industrial property notices and the provincial assessment roll.
- Assisting in the development of the annual Request for Information (RFI) to obtain necessary information from the property owners or their representatives.
- Communicating and developing a working relationship with all stakeholders which include municipalities, property owners and/or their representative as they all rely on the work of the provincial assessor's office for property tax purposes.
- Providing assistance in the preparation of complex data analysis for the preparation of the designated industrial property assessment as well as inspections of property sites.
- Providing assistance in the defending designated industrial property assessments complaints before the Municipal Government Board (MGB) on behalf of the provincial assessor.
- Assisting in reporting impact analyses for implementation of the accepted and proposed definitions as well as the annual updated rates for the Assessment and Property Tax Policy (APTP) Unit.
- Assisting in the preparation of education and information seminars on the assessment and taxation of designated industrial property.
- Assisting in the preparation of action requests, briefing notes and other documentation as required.
- Exercising judgement when gathering internal and external data and then converting the data into meaningful information and reports in support of designated industrial property assessment.

This position is senior advisor position that provide training, guidance, mentoring and advice to the advisor positions within the department and branch.

### **Qualifications**

#### **Required:**

- University Degree in Commerce, Cost Accounting, or a related field, plus 4 years progressively responsible related experience in property assessment, cost analysis, or project cost variations.  
Or
- A Diploma in Appraisal and Assessment plus 6 years progressively responsible related experience.
- Preference will be given to candidates with experience in industrial facilities and preparation, delivery and defense of property assessments using the accepted approaches to value property and appropriate mass appraisal techniques.

#### **Equivalency:**

Directly related education or experience considered on the basis of:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education

#### **Assets:**

- Designation in Accredited Municipal Assessor of Alberta (AMAA); Accredited Appraiser Canadian Institute (AACI); Certified Assessment Evaluator (CAE);
- Experience in building and maintaining relationships with stakeholders
- Project management experience
- Strong analytical and problem-solving skills
- Industrial experience (oil, gas, electric power system/generation, or telecommunications).
- Knowledge in engineering, procurement, and construction contracts

#### **APS Competencies**

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

This link will assist you with understanding competencies: <https://www.alberta.ca/assets/documents/psc-alberta-public-service-competencymodel.pdf>

The following competencies are essential for this position:

- **Systems Thinking:** Taking a broad scale, long-term view, assessing options and implications; understand the strategic direction of the organization.
- **Develop Networks:** Identify opportunities, establish credibility toward common purposes, and build trust in relationships with peers within the Government of Alberta, stakeholders and from other jurisdictions.
- **Creative Problem Solving:** Ability to assess options and implications in new ways to achieve outcomes and solutions.
- **Drive For Results:** Knowing what outcomes are important and maximizing resources to achieve results that are aligned with the goals of the organization, while maintaining accountability to each other and external stakeholders
- **Build Collaborative Environments:** Leads and contributes to the conditions and environments that allow people to work collaboratively and productively to achieve outcomes

#### **Salary**

\$2,683.10 - \$3,507.06/ bi-weekly (\$70,028 - \$91,534 Annually)

#### **Notes**

We currently have multiple positions open in our Municipal Assessment and Grants Division.

**Hours of Work:** 7.25 hours a day / 36.25 hours a week.

**Term of Employment:** Permanent

**Location:** Multiple Locations available across Alberta

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

**Additional Information:** Applicants are advised to provide a cover letter summarizing information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Instructions for your Resume:

For Employment Experience:

Please indicate duration of employment (month, year)

Please specify employment status (i.e. Casual, part-time or full-time)

Ex: Youth Worker, Jan 2006 - June 2009, Part-time (three 8 hr. shifts/week)

For any Post-Secondary Education:

Please specify your major and length of program  
Please specify the year you graduated  
Ex: Bachelor of Social Work, 4-year Degree (Graduated 2017)

#### **Links and information on what the GoA has to offer to prospective employees.**

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Pension plans:
  - Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
  - Management Employees Pension Plan (MEPP) – <https://www.mepp.ca>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance
- Opportunity to participate in flexible work arrangements such as working from home up to two days per week and modified work schedule agreements
- Research Alberta Public Service Careers tool – <https://researchapscareers.alberta.ca>

#### **How To Apply**

Click on the “Apply Now” button.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn more about [creating a candidate profile](#) and other tips for the Government of Alberta’s online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, [click here](#) to access the main log in page where you are able to ‘Create an account’, reset your password (‘Forgot your password’) or ‘Sign In’ should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

Resources for applicants:

- <https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>
- <https://www.alberta.ca/alberta-public-service-hiring-process.aspx>
- <https://alis.alberta.ca/look-for-work/>

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) <https://www.alberta.ca/iqas-overview.aspx>. Applicants are encouraged to include the assessment certificate from IQAS or any other educational assessment service as part of their application.

### **Closing Statement**

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Khadija Akther, TAS Administrator at [Khadija.Akther@gov.ab.ca](mailto:Khadija.Akther@gov.ab.ca)

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.