



## **Director, Assessment and Tax**

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join The City of Calgary. City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and benefits. Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion and anti-racism. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As the Director Assessment and Tax, you will lead a team who will be responsible for preparing stable, fair and equitable property assessments that meet legislative requirements and quality standards forming the basis for property taxes representing about half of The City's operating budget. Primary duties include:

- Ensure property assessment notices and tax bills are mailed and customers receive timely and accurate information.
- Collaborate with stakeholders to build understanding and be transparent regarding Assessment and Tax matters.
- Designated officer to carry out the duties and responsibilities of an Assessor under the Municipal Government Act.
- Set and carry out strategic direction in improvement projects & initiatives to better serve customers.
- Provide leadership to the Assessment and Tax business unit.

### **Qualifications**

- A degree in a related field and must be a professionally qualified assessor with one of the following three qualifications; Accredited Municipal Assessor of Alberta (AMAA) (or a similar current transferrable accreditation), Certified Assessment Evaluator, or Accredited Appraiser Canadian Institute with at least 10 years of progressively responsible management experience in a complex organization.
- Extensive assessment and tax experience from both a corporate and operational perspective and expert knowledge of processes that produce high quality assessment notices and tax bills.

- A successful track record in building and maintaining relationships with diverse stakeholders including internal Business Units, elected officials, businesses and citizens, the community and all levels of government is essential.
- Demonstrated ability as a strategic communicator with strong political acumen is required.
- Experience and success in creating and executing a strategic vision and direction for a complex organization, ideally in a service-based environment is a preferred asset.
- Public sector experience, particularly municipal government experience in a large, multi-union environment, is a preferred asset .
- Aligning with City corporate values , you will have demonstrated success in building, developing and leading strong teams, developing and using metrics to improve organizational performance, deploying resources to achieve effective and efficient outcomes, and establishing and maintaining strong and positive working relationships with colleagues, clients, stakeholders, and/or elected officials .

### **Pre-employment Requirements**

- A media check will be conducted.
- Successful applicants must provide proof of qualifications.
- Effective November 1, 2021, all City of Calgary employees must be fully vaccinated against COVID-19. For more information, please refer to the COVID-19 Vaccination Policy COVID-19 Vaccination Policy.

Union: Exempt

Business Unit: Assessment and Tax

Position Type: Permanent

Location: 800 Macleod Trail SE

Compensation: Director Band 2 \$131,500 - 200,00 per annum

Days of Work: This position works a 5 day work week, earning 1 day off in each 3 week cycle.

Hours of work: Standard 35 hour work week

Audience: Internal/External

Apply By: November 15, 2021

Job ID #:304659

Link to apply:

[https://recruiting.calgary.ca/psc/pdhr/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?FOCUS=Applicant&Page=HRS\\_APP\\_JBPST\\_FL&JobOpeningId=304659&PostingSeq=1&SiteId=1](https://recruiting.calgary.ca/psc/pdhr/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?FOCUS=Applicant&Page=HRS_APP_JBPST_FL&JobOpeningId=304659&PostingSeq=1&SiteId=1)