

Manager, Assessment Services

Job Type: Permanent Full-Time

Location: Rocky View County, Alberta

Salary: \$118,289 – \$138,990 / Year

The 40,000 people who call Rocky View County home live in a diverse blend of rural, hamlet, and country residential communities on one million acres to the west, north, and east of Calgary. Our dedicated employees work with a variety of stakeholders to develop innovative and unique solutions for our complex municipality. To continue to enhance the quality of life in our communities, we seek individuals who thrive on challenges, who provide excellent customer service in a fast-paced environment, and whose positive energy enables the County to grow and prosper.

Position Summary:

Reporting to the Executive Director, Corporate Services Division the manager provides leadership, coordination, collaboration and direction to ensure services to senior management, employees, residents and stakeholders are provided in a timely, accurate, effective and efficient manner. The Manager participates in strategic planning, identifies budget requirements and manages personnel requirements, issues and concerns. Providing guidance and direction to the Team Leads and staff members to ensure performance measures meet provincial standards for assessment and valuation practices.

This position requires a high degree of independent judgement, initiative and a strong background in appraisal theory and understanding of mass appraisal valuation. Achieving quality assurance standards through market analysis is a key requirement for accomplishing annual goals and objectives.

Core Accountabilities:

Administrative

- Prepare special reports and/or participate in teams reviewing complex administrative, legislative, and technical valuation issues. Review procedures to identify best business practices and recommend effective and efficient changes to improve productivity.
- Review taxation policy and assist in identifying and reviewing issues pertaining to annexation, subdivision, etc.
- Ensure the Valuation System functions and performs within the integrated programs of CAMALot, Marshall Swift, Great Plains Dynamics and GIZMO.
- Address public concerns regarding assessment matters and assist with key taxation concerns.
- Preparation of the Assessment Roll fulfilling the requirements of the Provincial Equalization and Audit requirements. (ASSET and AUDIT).

Assessment and Mass Appraisal

- Perform on-site inspections and assessments of residential, farmland, commercial properties and special purpose properties. Apply current assessment regulations and legislation; construction reported cost procedures and applications of exemption for property.

- Assist other Departments with site-specific valuations for municipal sales and purchases, tax estimates and tax projections.
- Assist in developing valuation models by developing and refining the mass appraisal valuation models for all property types.
- Review land title updates, coding for audit classifications, adjustments for subdivisions, adjusting valuations to meet ASSET requirements.
- Assist Team Leads with land maintenance functions in CAMA lot, developing trend patterns, building market location zones and analyzing individual attributes with neighborhood models.
- Meet legislated requirements for annual statistical measures of the audit for all strata groups of property. Apply quality assurance measurements to both vacant and improved properties that transact in the market place.

Strategic

- Represent the County through participation in various associations, governmental, and public committees, working groups, and boards.
- Responsible for planning, implementing and monitoring multi-year and annual objectives for the Department.
- Direct Department planning, development, and delivery of programs and services, and foster changes and improvements that make these programs and services cost effective and efficient delivering quality services that support and improve the quality of life of County residents and ratepayers.

Management | Leadership

- Provide general supervision. Have full responsibility for quality of work, budget compliance and planning, methodology, training and development, compensation, performance management, hiring, etc.
- Provide regular technical guidance, coaching and mentoring
- Manage operational area with an emphasis on efficiency, accuracy, quality and safety to ensure a superior level of customer service.
- Identify staffing requirements and participate in the recruitment process.

Fiscal Management

- Participate in all short- and long-term financial planning processes.
- Ensure effective financial planning and expenditure controls are in place.
- Participate in the preparation of annual budgets for operating and capital programs as well as staffing budgets.

Position Requirements

- Completion of 10 years in a related field along with a minimum 10 years of progressively responsible and diversified experience in assessment leadership and management.

- Business Assessment/Appraisal Certification or degree equivalency.
- Real Property Assessment Certificate.
- Membership in Professional Organization: AMAA, CRA, AACI or CAE.
- A working knowledge of land values and market trend analysis, general housing and development trends including the construction market and the rental values of commercial and industrial property.
- The ability to make complex valuation judgments with limited information.
- Demonstrated leadership skills, team building, conflict resolution, business/technical writing skills, coaching and mentoring abilities in addition to time management, organizational, problem solving and decision-making ability.
- Demonstrates superior customer service skills to both internal and external customers.
- Well-developed communication and interpretation skills, with the ability to work independently and collaboratively in a multi-disciplinary team.
- Possess a valid class 5 driver's license.
- Proficiency in MS Office suite.
- Demonstrated knowledge of a municipal government organization.

Interested applicants are invited to apply direct to <https://www.rockyview.ca/careers>.
Applications are due by 10 pm MST on the closing date.

We thank all applicants for their interest; however
only those selected for interviews will be contacted.