

Job Title: Director, Linear Assessment and Data Management

Job Information

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Job Requisition ID: 29599

Ministry: Municipal Affairs

Location: Edmonton

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Permanent

Scope: Open Competition

Closing Date: July 15, 2022

Classification: Management Senior Manager Zone 2

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>

The Ministry of Municipal Affairs assists municipalities in providing well-managed, collaborative and accountable local government to Albertans. Our main responsibilities are:

- funding supports for municipalities
- a system that strives to ensure appropriate safety standards for the construction and maintenance of buildings and equipment
- protections for new home buyers and required licensing for home builders
- province-wide support for access to public library services for Albertans
- a comprehensive approach to managing emergencies in the province through the Alberta Emergency Management Agency
- management of about 2.6 million acres of public land in the province's three Special Areas
- independent review and decisions on local matters by the Land and Property Rights Tribunal

The Assessment Services Branch (ASB) is responsible for the preparation of assessments and defense of assessment complaints for designated industrial properties. This includes linear property, industrial sites and major plants, representing approximately \$172.7 billion in assessment, generating \$2.0 billion in revenue for municipalities and the province.

To learn more about Municipal Affairs, follow the link to: <https://www.alberta.ca/municipal-affairs.aspx>

Role

The Director, Linear Assessment and Data Management (LADM), is responsible for the preparation of the designated industrial (DI) linear property in the provincial assessor's (PA) office as well as overseeing the LADM Unit, which includes the operations and finance units, within the Assessment Services Branch (ASB) of Municipal Affairs.

The Linear Assessment & Data Management (LADM) Director is delegated accountability for delivering timely and accurate DI linear property assessments. This assessment must be conducted in accordance with the Municipal Government Act and the regulations passed there under, with a few conditions as set out in the delegation order. The assessable DI linear properties include wells, pipeline, electric power generation, electric power systems, railway property, telecommunications and cable television.

The Director leads shared branch services with the operations and finance teams. The Director will work collaboratively with the Director of the CIPA unit on shared resources, including but not limited to the finance and administrative functions, geospatial system (GIS); the assessment system (ALPAS and CAMALot, which will be replaced by the new COTs implementation of CIPAS); data analysts; quality control managers; and the records management system. There will be coordination with the CIPA unit to prepare legislated documents such as the property assessment rolls and notices once all the DI property assessments are calculated.

The Director is required to be an effective team leader able to provide direction and superior project management skills, along with strong collaboration and communication skills (listening, verbal and written), knowledgeable about the legislation provisions for preparing the assessment of DI properties, able to build and maintain relationships with the various stakeholders, coach others to do the same, a teacher and mentor to new staff joining the unit, and an effective strategist and knowledgeable expert in defending assessments before the quasi-judicial tribunal.

The main responsibilities of the Director, LADM are:

- Leadership, direction mentoring and coaching of managers, professional and administrative staff as required, for the preparation of the DI linear property assessment and operational support systems
- DI Linear Property Assessment complaints
- Oversees the Finance and Administrative business area for the ASB
- Unit Operations
- Assessment Education and Training

Qualifications

Required:

- Preference will be given to candidates who possess professional accreditation (which on minimum takes 4 years to complete) through the Alberta Assessors' Association (Accredited Municipal Assessor of Alberta (AMAA)), the Appraisal Institute of Canada (Accredited Appraiser Canadian Institute (AACI)), or the International Association of Assessing Officers (Certified Assessment Evaluator (CAE))
 - o Relevant experience will be considered equivalent
- At least 10 years of progressively responsible experience with project management, stakeholder consultation/relationship development as well as demonstrated leadership, supervision and direction to staff.
- Strong knowledge of the Alberta assessment and taxation process
- Working knowledge with the Municipal Government Act

Desired:

- Ability to develop and define strategic initiatives and successfully implement within multi-disciplinary teams
- Ability to work collaboratively across functional teams
- Competency with public presentations and ability to tailor presentations to effectively communicate to a diverse stakeholder group

- Excellent verbal and written communication skills to work with, coach, train and mentor a broad range of people in various positions within the DI Linear Property Assessment team

Equivalencies will be considered.

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-competency-model.pdf>

The successful candidate will demonstrate the following APS competencies:

Systems Thinking – Aligns and integrates top priorities and understands how external factors impact policies and procedures. Strategies and plans are created to achieve organizational goals.

Agility – Creates opportunities for improvement and is aware of and adapts to changing priorities.

Develop Networks – Able to establish and maintain effective relationships that foster pathways and networks across the GoA and department.

Develop Self and Others – Encourages development and integration of emerging methods, shapes group learning for team development, employs emerging methods towards goals.

Creative Problem Solving – Engages the community and resources at hand to address issues, engages perspective to seek root causes, finds ways to improve complex systems.

Salary

\$4,037.95 to \$5,127.61 bi-weekly. (\$105,290.00 - \$133,830.00 annually)

Notes

Hours of Work:

7.25 hours / 36.25 hours a week.

Location:

This position is located at the 15th Floor, Commerce Place Edmonton, AB.

Additional Information:

Successful candidates will be required to undergo security screening.

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

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

How To Apply

Click on the “Apply” 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 Deborah Babu at deborah.babu@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.