



Senior Assessor

Hybrid (On-site/Remote)

Nestled in the heart of Alberta, the Town of Okotoks is a dynamic and growing community that blends small-town charm with big-city opportunities. As an employer, we are committed to fostering a positive, inclusive, and collaborative workplace where every team member can thrive. Our dedicated employees play a key role in shaping the future of our vibrant town, working across a variety of areas to deliver exceptional services that enhance the quality of life for residents and visitors alike.

We pride ourselves on providing a supportive work environment, offering competitive benefits, opportunities for professional development, and a work-life balance that allows our staff to enjoy all that Okotoks and its surrounding area have to offer. From stunning natural landscapes to rich cultural experiences, working in Okotoks means being part of a community that values innovation, sustainability, and inclusivity.

The Opportunity:

We have an exciting opportunity for a highly motivated Senior Assessor, to join the Assessment & Building Business Centre within the Community Growth & Identity Division. This position reports to the Assessment & Building Manager and is responsible for work such as:

- Presenting both argument and evidence for assessments before the Assessment Review Board and Land & Property Rights Tribunal. Presenting both the argument and evidence for a wide range of assessment appeals;
- Ensure the completion of defensible annual and supplementary assessments for all types of residential, multi-residential and non-residential properties within legislated timelines that meet all legislated provincial assessment standards;
- Oversee the analytical review of the assessment roll by determining property attributes and apply those judgements to determine market values;
- Liaison between property tax agents and/ or property owners;
- Analyze and prepare income data and studies to determine lease, capitalization, operating, and vacancies allowance to determine calculations for defensible assessments;
- Assist in the audit process and completion;
- Present to Council and special interest groups;
- Make valuation judgements and consistently apply that judgement to properties within a specific market area.
- Serve as the first point of contact for day-to-day operational support to team members;

What You Bring:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to completion of a University (bachelor) program involving acquisition of an advanced understanding of complex

concepts and procedures. This training is often recognized by a degree in business real estate, economics, public or business administration or related discipline, plus:

- Professional assessment or appraisal designation, such as an Accredited Municipal Assessor of Alberta (AMAA) is required.
- Real property assessment certificate, including advanced computer assisted mass appraisal course, would be considered an asset.
- 5 or more year's related work experience representing continuous learning and career progression, including 1 year of experience in indirect supervision and/or leadership mentorship;
- Proven experience managing projects, and mentoring staff;
- High-level of ability to analyze complex data and provide actionable insights;
- Exceptional verbal and written communication skills for preparing reports and presenting findings to stakeholders.
- Ability to be thorough and meticulous in reviewing and analyzing data to ensure accuracy;
- Ability to manage multiple tasks, schedules, and responsibilities efficiently.
- Ability to identify, analyze and resolve challenges or issues as they arise within the scope of this job.

What We Offer:

- Competitive Salary
- Comprehensive health, dental, paramedical benefit plans
- An excellent pension plan
- Career development
- Flexible work schedule
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check and driver's abstract.

How to Apply:

Applicants are invited to submit a resume online through our career section. Postings close at midnight on the closing date listed below. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants. Only those chosen for an interview will be contacted.

Business Centre	Assessment & Building
Position Type	Permanent
Compensation	\$102,198 - \$118,518 annually

Standby Rotation Required	No
Hours of Work	37.5 per week
Number of Openings	1
Police Record Check Required	Yes
Driver's Abstract Required	Yes
Deadline to Apply	November 30, 2025

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates.

If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. We will only reach out to those selected for an interview. All information received in relation to accommodation will be kept confidential.

If you have any questions or require any accommodations, please contact us at: Hr@okotoks.ca