

Supervisor, Assessment (Permanent) **Financial Services Department**

Position Type/ Hours: This is a permanent full-time position working seventy (70) hours bi-weekly within the Regional Assessor branch of the Financial Services department. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

Position Description: The Supervisor, Assessment is responsible for assisting the Manager of Assessment in compiling, analysing, evaluating, and preparation of reports for the Assessment Standards Branch. Primary responsibilities of this position include:

Employee Development: Performs supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to ensure service levels. Mentors, coaches, and provides support to staff.

Research and Implementation: Participates in the continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the assessment industry's best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, written procedures and budget to ensure continuous achievement of department goals.

Departmental Guidance: Manages Assessment functions through computer assisted mass appraisal systems in accordance with Provincial guidelines and requirements, the Municipal Confidentiality Bylaw, and the Alberta Assessors' Association guidelines. Analyzes, evaluates and formulates assessment valuation modules. Analyzes, prepares and presents required documentation and reports in the assessment appeal process. Provides clarification and technical guidance on assessment policies, procedures, and processes to the general public and other group.

Qualifications:

- Diploma in Real Property Assessment from a recognized institute.
- Accredited Municipal Assessor of Alberta (A.M.A.A.) or equivalent is mandatory.
- Seven (7) years' experience supporting projects with a minimum of two (2) years' senior assessment experience in the field.
- Experience working in a public sector environment with unionized and non-unionized employees is considered an asset.
- An equivalent combination of education and work experience may be considered.
- Valid Alberta Class Five (5) driver's licence is required (clear driving abstract is an asset).

You will possess the following:

- Ability to empower people, strong organizational skills, and use of innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent interpersonal, analytical, and collaborative skills, as well as a demonstrated ability to assess situations from a business perspective.
- Experience working in a team-orientated, collaborative environment.
- Personal behaviour is an exemplification of professionalism for staff to follow.
- Excellent written and verbal communication skills in both technical and user-friendly language, including instructional, facilitation, and presentation skills.
- Thorough knowledge of legislative framework governing property assessment and applicable case law.
- Adherence to administrative directives, policy, and legal requirements.
- Thorough knowledge of PC applications including spreadsheets, intermediate Database structure, and multiple regression analysis.
- Able to read and interpret blueprints.

Salary: Competitive Salary

In addition to the rate of pay, we offer:
-an extensive employer paid benefits plan
-an additional annual payment of \$12,480 which represents a cost of living allowance

Requisition Number: 006258

Closing Date: August 15, 2021, at 11:59 PM

Posting Type: Internal & External (Posted: July 31, 2021)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.