

## Senior Assessor



The Town of Cochrane is located in the breathtaking Bow Valley corridor in the foothills of the Rocky Mountains in southern Alberta. With a population of over 30,000 people, and growing steadily every year, Cochrane is a thriving town, surrounded by world-famous ranch country. Our western heritage is reflected in the Town's architecture and our friendly people. The Town of Cochrane welcomes innovative and skilled individuals to join our team of over 250 employees.

The Town of Cochrane is looking for you to join the Town's Assessment & Taxation team in the role of **Senior Assessor!** With a current population nearing 16000 properties, this team oversees all residential and non-residential property assessments and tax billing.

Wow! This is a busy team with always lots on the go. This is a fun team; oh yes, they're very busy too, but they always manage to have some fun. They understand municipal government and legislation, Town bylaws, policies and procedures pertaining to assessment and taxation, building permit application process and building construction guidelines. They have a high level of accuracy, confidentiality, and discretion while balancing multiple priorities. Oh, and they love Assessment and Taxation! Understanding the black and white, and carefully interpreting the grey is where they love to contribute to this team. The team is a group of hardworking professionals and administrators dedicated to supporting the Town's commitment to transparency, good governance and ensuring legislative requirements are met.

We are looking for a passionate, dedicated and focused Senior Assessor to contribute to this collaborative and fun team. You will use an analytical approach to evaluate information and assessments. You are calm and patient, displaying a relaxed and composed approach, and communicating factually and technically in interactions with others. You are concerned about accuracy and thoroughness and like to be hands-on with attention to, and organization of, detail. Your natural ability to think logically brings a rational approach to issues while coming straight to the point in interactions and relationships. You can use both tried and true methodology, as well as demonstrate some inventiveness in work processes.

**If you want to make a difference in our community and have at least 4 years of experience with non-residential assessment evaluation, and education and certification in assessing properties in Alberta, we welcome your application for the Senior Assessor.**

### **Why should you consider working for us?**

Our employees enjoy many **benefits** including competitive public sector pay, comprehensive health and dental benefits package, professional learning and development opportunities and the opportunity to work with other talented municipal professionals.

As an organization, the Town of Cochrane has a focus on **investing in people**. This is not a boring municipality. We are growing into an organization with a focus on **transparency**, critical thinking, curiosity, reflection and **innovation**. We support experimentation as part of the **growth** process and strive for **continuous improvement**. We are municipal employees, and we are accountable to all the residents of the Town of Cochrane. Want to be a part of this exciting time?

### **What are some of the responsibilities of the Senior Assessor?**

- Responsible for all aspects of the non-residential inventory.
- Assists in preparation and review of residential property values.

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- Determines assessment class and values of properties, using appropriate mass appraisal methods for all three approaches to value.
- Interprets and applies legislation, regulations, case law, procedures and principles governing property assessment.
- Mentors and motivates Assessors creating a positive environment.
- Liaises between property tax agents and or property owners.
- Determines equitable and defensible market value assessments in accordance with the Municipal Government Act, Ministerial Regulations, municipal by-laws, and relevant assessment legislation.
- Prepares files and defends assessments before the Local and Composite Assessment Review Boards (LARB & CARB). Presents both argument and evidence for a wide range of assessment appeals.

## **If many of the following characteristics and skills describe you, we want to meet you!**

- Diploma in property assessment/ property appraisal or equivalent; or a degree in a related field
- Professional Assessment or Appraisal Designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACI) and/or International Association of Assessing Officers (CAE)
- Minimum four years progressive and hands-on experience in non-residential assessment valuation
- Proficiency working with computer software including: Microsoft Office Suite, CAMA lot software application, CREB and SPSS statistical software
- Mathematical and statistical aptitude, strong attention to detail and time management skills
- Excellent written and oral communication skills, public relations and presentation skills
- Real Property Assessment Certificate
- Diploma in Assessment or Appraisal from Lakeland College or Diploma in Urban Land Economics from University of British Columbia

The Town of Cochrane is committed to providing a healthy and safe work environment for all of its employees. As a Town of Cochrane employee, you must take reasonable care to protect your health and safety and that of others present at Town worksites, perform work safely, follow all relevant health and safety legislation, Town directives and procedures and attend all identified orientations and training.

## **Still interested? Here's how to apply:**

- Qualified individuals are encouraged to submit your resume, and a letter stating how your experience match the required qualifications, skills and abilities for this position
- All qualified candidates will be requested to complete an online suitability survey
- Applications for this position will be accepted at [www.cochrane.ca/jobs](http://www.cochrane.ca/jobs) until a suitable candidate is found
- Annual salary to commensurate with market trends and experience

We thank all applicants for their interest, however only those selected for an interview will be contacted. All applicants must be legally entitled to live and work in Canada.