

ASSESSOR LEVEL II or III

Position ID: J0525-0296

Job Title: ASSESSOR LEVEL II or III

Job Type: Full Time

Department: Assessment

Number Of Positions: 1

Min Salary: \$45.54/Hour

Max Salary: \$63.98/Hour

Closing Date: June 06, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The City of Airdrie has an opening for an Assessor Level II or III in its Taxation and Assessment Department. We are looking for a Non-Residential Senior assessor to manage all aspects of the non-residential portfolio in Airdrie.

This role will have a holistic approach to assessment, you will have an opportunity to be involved in evaluating a wide range of assessments providing you with a comprehensive understanding of this function as a whole.

The Assessor II and III performs complex data collection, sales verification, analysis, statistical testing, and technical property assessment to determine the valuation of all types of real property using the cost, sales comparison, and income approaches for valuation. The Assessor ensures the City of Airdrie is compliant with the Municipal Government Act, assessment regulations and municipal by-laws. This position provides assistance to other team members through coaching, mentoring and training. This role is responsible for all aspects of the non-residential inventory and is the liaison for internal departments and external stakeholders e.g. property tax agents and/or property owners. The Assessor is responsible for preparing and presenting information to the assessment review boards.

Responsibilities include:

- Determine equitable and defensible market value assessments in accordance with the Municipal Government Act, Ministerial Regulations, municipal by-laws and related policies and procedures
- Responsible for collecting, verifying, recording and analyzing complex property data for assessment and valuation
- Conduct fair and equitable assessments for the annual and supplementary assessment rolls
- Responsible for all aspects of the non-residential inventory which includes data collection, sales verification, analysis of rent rolls and property inspections as needed
- Act as the main point of contact for internal departments and external stakeholders requesting information e.g. property tax agents and/or property owners
- Assist Assessor Levels I & II providing guidance, training and expertise related to projects and assignments

- Ensure appeals are processed in compliance with relevant legislation including the Municipal Government Act, and assessment regulations. Responsible for preparing and presenting appeals that are filed with the Composite Assessment Review Board (CARB) and/or Local Assessment Review Board (LARB)
- Perform site inspections related to properties undergoing changes in use in order to ensure appropriateness of assessment and/or classification values
- Perform regular reviews of assessment data to ensure accuracy and to identify any changes to assessments with respect to classifications, values, dates, and timeliness are captured. Ensuring accuracy of data in the assessment software system
- Coordinate the annual audit process in alignment with legislation
- Research and respond to assessment matters from members of Council, internal departments, outside agencies and the general public
- Remain current and ensure compliance with the Municipal Government Act, municipal by-laws, and relevant assessment legislation

You Bring:

- A degree in a related field, such as business, economics, real estate, finance and/or a diploma in appraisal and assessment or urban land economics
- Accredited member of the Alberta Assessors Association (AMAA), or an Accredited Appraiser with the Appraisal Institute of Canada (AACI) or Certified Assessment Evaluator (CAE)
- Certificate in Real Property assessment would be an asset
- Minimum of five years or more of progressively responsible real property assessment experience, using all three methods of valuation including cost, sales comparison approach and the income approach
- Experience working with Alberta Land Titles, computer assisted mass appraisal systems, and complex spreadsheet applications and database structures
- Comprehensive knowledge of assessment principles, the assessment cycle, real estate valuations, and current mass assessment techniques
- Comprehensive knowledge of building construction, sound statistical judgment and analytical skills
- Experience with the CAMA lot assessment program and SPSS statistical software would be an asset
- Strong problem solving and decision making skills, with experience making decisions regarding property values
- Experience with analyzing factors that influence the value of property, including complex valuation scenarios and ensuring property values are fair and equitable
- Excellent attention to detail and accuracy
- Excellent verbal and written communication skills
- Prior work experience in a municipal environment would be an asset
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Ability to work independently with minimal supervision in a team environment
- Ability to mentor and support staff
- Ability to plan, organize, and schedule work to successfully meet deadlines
- Ability to communicate with a variety of stakeholders in a tactful, and professional manner
- Ability to work in a fast paced, results-oriented team environment
- Ability to explain complex ideas in an understandable manner

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent and comprehensive health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult fitness (Genesis Place, Airdrie) pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

Assessor II main qualifications and wage:

- Degree and/or Diploma in related field
- Working towards the Designation
- Municipal and Non Residential experience is necessary
- \$45.54/hr. to \$56.92/hr.

Assessor III main qualifications and wage:

- Degree and/or Diploma in related field
- Designation is required
- Municipal and Non Residential experience is necessary
- \$51.18/hr. to \$63.98/hr.

Please provide a cover letter as a means of introducing yourself and your interest in this role.

This position requires travel between City of Airdrie facilities and other City locations.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In person applications, email or other online forms will not be considered.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.