

Senior Assessor (54-2021)

Position Type: Permanent Full Time

Rate of Pay: \$100,282 - \$131,964 per annum

Hours of Work: 8:30 am – 4:30 pm Monday through Friday

Competition Close Date: July 23, 2021 or until a suitable candidate is found

Sturgeon County is looking for a Senior Assessor to join our Assessment team! This position is responsible for the application of established formulas to the information that is collected in field inspections and data verification to determine the market value of properties. Reporting to the Assessment Manager, this position will also assist with complex commercial and industrial properties, and all regulated properties. This also includes reporting, planning, and establishing control measurements for operational excellence.

Job Duties

- Determine assessment class and value 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.
- Communicates effectively in conflict situations, maintains a positive attitude, and works to lead within constructive and innovative team environment.
- Coordinates and conducts the delivery of valuation on all market value properties per applicable regulated standards.
- Coordinates or conducts the monthly and annual inspection of new construction and major improvements to existing structures.
- Coordinates the regular maintenance of current data on each assessed parcel, including inventories of land and structures, land ownership, property characteristics, and any applicable exemptions.
- Plan, coordinate, and report the cyclical reviews of residential properties to determine changes due to physical condition as per Ministerial Guidelines and/or policy changes.
- Explain assessed values to property owners and coordinate the defense of all assessments at Assessment Review Boards.
- Review and approve applications for property tax exemptions and/or assessment revisions.
- Collaborate with manager to establish uniform and equitable procedures for assessing all classes and kinds of property.
- Occasionally assist manager to review linear and designated industrial property assessments.
- Liaise with government departments, tax agents, public agencies, and professional associations.
- Maximize positive public relations to instill confidence with internal and external government departments, public agencies, associations, and individual ratepayers.
- Collaborate to establish departmental performance measures and key performance indicators, benchmarking with industry practices, including workload measures, quantity measures, and quality measures.
- Cultivate an environment of mentorship, empowerment, career development, and motivation for employees, guiding a diverse team of property assessors, and administrative staff to peak performance.
- Attend conferences, courses, and other training workshops to participate in the mandatory re-certification program with the Alberta Assessors' Association as per Municipal Assessor's Regulation.
- Establish expectations and professional development plans for and provide on-going job performance feedback, mentoring and coaching to supervised staff.
- Act as Manager, Assessment Services in his/her absence.
- Completes some special projects as required.
- Adhere to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.

Job Qualifications and Skills

- Ability to provide and maintain a home-based office as a condition of employment, with the ability to work from the Sturgeon County office or travel outside of the community, when required.
- Two-year post-secondary diploma in property appraisal or equivalent and a certificate from UBC in Real Property Assessment with a minimum of six years of accredited progressive assessment experience in a municipal environment.
- Minimum of 2 years of tactful supervisory experience.
- Professional designation with the Alberta Assessors Association (AMAA), Appraisal Institute of Canada (AACCI) and/or International Association of Assessing Officers (CAE).
- Must have a complete understanding of and keep current with assessment and taxation legislation, mass appraisal and application of cost, direct sales comparison, and income approaches to value.
- Working knowledge of the Construction Cost Reporting Guide (CCRG).
- Working knowledge of local, social, and economic factors affecting property values.
- Ability to communicate effectively using courtesy, tact, and discretion in dealing with requests, complaints and clarifies information utilizing strong oral and written interpersonal communication skills.
- Demonstrated ability to prioritize effectively.
- Ability to work with the public and staff at all levels within the County with minimal supervision in a multiple task environment.
- Demonstrated ability to exercise mature judgment, solve complex problems, take initiative, and apply sound judgement.
- High attention to detail and the ability to make informed decisions.
- Must possess good leadership abilities to motivate, lead, organize and supervise staff and work constructively withing a team environment.
- Working knowledge of business and management principles involved in strategic planning and resource allocation.
- Excellent computer skills, familiarity with Microsoft Office, ArcGIS and Diamond tax system. CAMA lot software is ideal but not required.
- This job is performed both remotely and in an office environment and requires some site inspections to rural areas.
- Demonstrated initiative and self-motivation at the professional level, including commitment to continual learning.
- Possession of a valid driver's license and satisfactory driving record is required.

Interested?

Please submit your application by email quoting the competition number in the subject line to: hr@sturgeoncounty.ca

Thank you to all applicants for their interest, however only those chosen for an interview will be contacted.

Sturgeon County is an equal opportunity employer.

