



Property Assessor

The Municipal District of Bonnyville No. 87 invites applications for a **Property Assessor**. The successful candidate will assist the assessment team with the coordination, preparation, defense, review, and audit of annual property assessments.

Duties & Responsibilities:

- Assist in the coordination and preparation of the assessment roll in accordance with legislation, regulations, bylaws, and accepted mass appraisal processes that pertain to establishing and defending Alberta property assessments.
- Establish property assessments for all nonlinear property within the municipality.
- Collect, review and record information relevant in establishing and defending an assessment roll, such as building characteristics, real property characteristics, property sales data, income, and expense data.
- Ensure all relevant data is entered into the municipal computer assisted mass appraisal software program.
- Perform all valuation analysis and calculations in accordance with standard mass appraisal procedures.
- Identify and communicate any issues, concerns, or ideas regarding the valuation process.
- Ensure work by third parties is performed in accordance with legislations, regulations, bylaws, and accepted mass appraisal processes. Ensure all data is collected and updated in the municipal software program.
- Identify and communicate all required and recommended assessment roll changes for each municipal taxation year.
- Upload information required by municipalities to Milenet.
- Provide all assessment information and supporting documentation requested during a provincial audit.
- Assist in the preparation and defense of the tax and assessment fiscal year end process.
- Ensure all assessment software and hardware used in the collecting, valuing, and defending property assessments are usable and up to date.
- Recommend tools, resources, instructional, and educational options to assist in performing your responsibilities.
- Represent the department in a professional manner when dealing with other departments, elected officials, the public, etc.
- Disclosure of information must comply with provincial legislation, such as the Municipal Government Act and FOIP.
- Every employee shall complete and apply designated training and adhere to Occupational Health and Safety legislation. Every employee shall take reasonable care to protect the health and welfare of themselves and other workers and cooperate with the employer in protecting the health and safety of all employees and contractors present on the worksite, as stated in the Occupational Health and Safety Legislation.
- Assist in the training of required personnel as it pertains to the function of property assessment.

- Perform annual re-inspection cycles and ensure all data on new physical growth is collected.
- Identify areas of greater/lesser growth than they typically may experience.
- Perform other related duties within the scope of the position.

Qualifications:

- Hold a valid Driver's License in good standing and the license held must be valid for the classification of the motor vehicle required to operate.
- Provide a Driver's Abstract if required.
- Accredited Municipal Assessor of Alberta (AMAA) with good standing.
- Minimum ten (10) years property assessments, including valuations and defenses.
- Experience in the valuation of rural municipalities will be considered an asset.
- Good communication skills to interact with the public in an effective and diplomatic manner.
- Ability to handle public inquiries and concerns.
- Ability to maintain strict confidentiality.
- Knowledge of construction methods and other factors related to the valuation of property.
- Experience with soil classification and other factors involved in determining agricultural production.
- Experience preparing comprehensive reports and testifying at hearings.
- Knowledge of all relevant legislation, regulations, and general appraisal processes required in preparing a property assessment roll.
- Knowledge of computer assisted mass appraisal software.
- Proficient with computers, including Microsoft Office.
- Experience with municipal property tax functions would be considered an asset.
- Experience with Diamond and Laserfiche would be considered an asset.

Rate: \$54.43-\$65.94/HR

Please visit md.bonnyville.ab.ca/jobs.aspx for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87
Attn: Human Resources
Postal Bag 1010
Bonnyville, Alberta T9N 2J7
Fax: 780-826-4524
Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Open until suitable candidate is found