

## ASSESSOR I OR II - TERM 20 MONTHS

Position ID: J0225-0295

Job Type: Term Full Time

Department: Assessment

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$56.92/Hour

Closing Date: March 11, 2025

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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 I or II in its Taxation and Assessment Department.

The Assessor I and II perform varying degrees of 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. These positions ensure the City of Airdrie is compliant with the Municipal Government Act, assessment regulations and municipal by-laws.

Accountabilities include but are not limited to:

- Determine equitable and defensible market value assessments in accordance with the Municipal Government Act, Ministerial Regulations, municipal by-laws and related policies and procedures
- Conduct valuation and all residential assessment tasks within a quadrant or region of the City, including communicating with property owners, supplementary and re-inspections, sales verifications, MLS, and subdivision plans
- Collect, verify, record and analyze property data for assessment and valuation. Identify property characteristics, develop, and implement computer-assisted mass appraisal model through data analysis of sales information
- Complete fair and equitable assessments for the annual and supplementary assessment rolls
- Assist with non-residential inventory which includes data collection, sales verification, analysis of rent rolls and property inspections as needed
- Assist the team by providing guidance and support related to projects and assignments
- Ensure appeals are processed in compliance with relevant legislation including the Municipal Government Act, and assessment regulations. Prepare and present appeals that are filed with the 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
- Develop Statistical models using Multiple Regression Analysis and SPSS software

- Assist with the annual audit process in alignment with legislation
- Research and respond to assessment matters from various committees (e.g. MPC), internal departments, and other stakeholders
- Remain current and ensure compliance with the Municipal Government Act, municipal by-laws, and relevant assessment legislation

### **You Bring:**

- 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 working towards completion, 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
- Real property assessment experience, using all three methods of valuation including cost, sales comparison approach and the income approach is a definite asset
- 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
- Knowledge of building construction, sound statistical judgment and analytical skills
- 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 valuation scenarios and ensuring property values are fair and equitable
- Excellent attention to detail and accuracy
- Excellent verbal and written communication skills
- Experience with the CAMALot assessment program and SPSS statistical software would be an asset
- 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 health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place 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 I main qualifications and wage:

- Degree and/or Diploma in related field
- Experience is not necessary
- \$40.56/hr. to \$50.70/hr.

Assessor II main qualifications and wage:

- Degree and/or Diploma in related field
- Working toward designation
- 3+ years of experience
- \$45.54/hr. to \$56.92/hr.

This full time 20-month term position (37.5 hours per week) includes a comprehensive benefits and pension package.

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

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

**Next Steps:**

Candidates are invited to apply online at [www.Airdrie.ca](http://www.Airdrie.ca)

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.