



Assessment Coordinator/Analyst

Revenue & Assessment Services Department

Join a vibrant outdoor centric community filled with trails and breathtaking nature along the winding river valley of Red Deer, in Central Alberta. Red Deer is an economically dynamic region of Alberta situated directly between Edmonton and Calgary along the vital QE 2 corridor. It is a perfect blend of small town friendliness and big city conveniences. Host to the 2016 Memorial Cup and the 2019 Canada Winter Games, Red Deer continues to welcome all of Canada with open arms.

We are currently recruiting for the right person to fill the position of **Assessment Coordinator/Analyst**. This position provides leadership to the specialized assessment sections with an understanding of current and future requirements, a global perspective on the assessment process, application of strong analytical skills, and the ability to adapt quickly. This includes interpreting and applying complex valuation standards, meeting legislated requirements, development of staff and capacity, meeting legislated requirements, communicating and defending assessment information successfully, and to apply assessment knowledge to inform other City functions and projects.

Ideally to fill this role you will have a two-year post-secondary diploma in property assessment or related field plus Seven years directly related experience.

In addition you will have:

- Professional designation - Accredited Municipal Assessor of Alberta (AMAA), Accredited Appraiser Canadian Institute (AACI), Canadian Residential Appraiser (CRA), Residential Evaluation Specialist (RES) or Certified Assessment Evaluator (CAE).
- In process of, or holding of a professional designation in Mass Appraisal Specialist (MAS) or Assessment Administration Specialist (AAS) would be an asset.
- Three years in a supervisory capacity is desirable
- Additional specialized courses in income capitalization, analysis of income and expense statements, valuations, sales analysis and leadership or comparable experience
- Proficiency with assessment software applications and the Microsoft suite including: Word, Excel, Access and PowerPoint
- Demonstrated ability to solve complex problems and demonstrate sound judgement
- Demonstrated strong communication skills both verbal and written
- Demonstrated ability to prioritize effectively
- Demonstrated ability to communicate effectively in conflict situations, positive attitude, willingness to work constructively in team environment
- Demonstrated initiative and self-motivation at the professional level, including continual learning
- Demonstrated ability to interpret and apply legislation, regulations, case law, procedures and principles governing property assessment
- Demonstrated self-directed experience with the ability to prioritize effectively
- Demonstrated ability to time manage and work efficiently
- Valid Class 5 Drivers License and use of personal vehicle

What we offer:

In addition to the very competitive hourly rate of \$56.00 to \$58.95 and an excellent benefit package, we offer a great work environment with a dynamic and dedicated team of likeminded professionals.

If you like what you have read, and think this is the job for you; come build your career with The City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever growing environment and to work with an awesome group of people.



Will remain open until a suitable candidate is found.

For more information and to apply online, please visit us at www.reddeer.ca/careers or email your resume to humanresources@reddeer.ca