

Senior Assessor

Job Description

Rocky View County values our employees and provides a welcoming and stable work environment where positive energy, creativity, and a service mindset are encouraged. We seek individuals who enjoy making a difference and contributing meaningfully to a vibrant community. Our valued and diverse team of 500+ employees are provided with the same concern, respect, and caring attitude as the 45,000 people who call Rocky View County home.

At Rocky View County we value employee work/life balance. Staff are provided with opportunities to grow professionally while being supported with paid training, a competitive salary, benefits after 30 days, 27 paid days off in their first year, plus general holidays, a pension plan, paid sick time, and a hybrid work environment for eligible positions.

Position Summary

Reporting to the Manager, the Senior Assessor assists in establishing and maintaining the assessment and taxation base for all real property in Rocky View County. This position involves coordinating, developing and monitoring work plans and strategies to comply with legislative requirements and successfully accomplish goals and objectives.

The Senior Assessor assists the Manager in monitoring and ensuring quality control and reviewing processes and procedures. They record and analyze progress on audit and equalization requirements, special projects and the effects of proposed regulatory, legislative, and technical changes impacting the department.

Core Accountabilities

- Communicate with stakeholders, including residential and farm property owners, commercial and industrial property owners, property tax agents, and other industry and government officials, in a variety of situations (open house, telephone inquiries, and field inspections).
- Provide data quality control to ensure market value changes are reasonable.
- Interpret provincial legislation and applies it to the factors, principles, practices, and procedures used in the assessment of land and improvements on all property classes.
- Develop and foster positive relationships within the organization.

- Represent the County with professionalism and integrity at the Assessment Review Board.
- Coach and assist Assessors in case preparation and presentation defending assessed values before the Assessment Review Board.
- Analyze trends in sales prices, construction costs, and rents to determine property values and/or the accuracy of property assessments.
- Determine property attributes and applies those judgments to determine market values for assessment and taxation purposes.
- Analyze the three approaches to value (sales comparison, income and cost approach) and selects the best valuation approach for final value conclusions.
- Analyze, research and verify market transactions to support values for assessment/appraisal purposes.
- Interpret and analyze property documents including financial statements, income and expense statements and property leases to develop market rental rates for investment properties.
- Interpret all types of construction blueprints, plans and cost summaries and determines how they contribute to the value of the property.
- Collect data through field inspections in order to update and classify inventory for all property classes following procedures and legislation in order to maintain an accurate and equitable assessment base.
- Assist the Leads and Manager in the preparation and creation of the Assessment Roll.
- Assist the Leads in developing, completing and reporting the annual changes to the municipal assessment base and fulfilling the Provincial Equalization and Audit requirements.
- Prepares special reports and participates in team reviews of complex administrative, legislative, and technical or valuation issues. This includes ongoing procedural reviews to constantly identify best business practices.
- Conduct site specific valuations for other departments. (e.g. Municipal sales and purchases, etc.).

- Perform computer aided mass appraisal functions ranging from (CAMAlot and Marshall Swift), a building permit system (Cityview) and a geographical information system (ArcMap, GISmo).
- Works in accordance with the requirements established by the RVC Health and Safety Program and the Alberta OHS Act, Regulation and Code.
- Takes reasonable care to protect their health and safety and other persons at or in the vicinity of the worksite while they are working.
- Performs other duties and special projects as assigned.

Position Requirements

Completion of a degree or diploma in a related field along with a minimum of eight (8) years' experience in the property valuation field with at least five (5) years of mass appraisal related experience.

- Accreditation as a Municipal Assessor of Alberta, possessing the AMAA designation is preferred.
- Accreditation in site specific appraisal or mass appraisal through the Appraisal Institute of Canada – AACI or CRA designation; or through the International Association of Assessing Officers – CAE or RES designation or equivalencies.
- Completion of the Certificate in Real Property Assessment Program offered through the University of British Columbia. Equivalencies will be considered.
- Where necessary, has met all ongoing requirements for professional association re-certification.
- Well-developed communication and interpretation skills with the ability to work independently and collaboratively in a multi-disciplinary team.
- Skilled in conflict resolution, time management, problem solving and decision making. Ability to perform independent physical site inspections on all property types, including gathering of property data, utilizing sound judgment and appropriate safety standards.
- Ability to effectively apply varied technical knowledge and innovative solutions to solve complex assessment issues.
- Flexibility to adapt to meet critical deadlines and frequently changing work situations.

- Knowledgeable of current market conditions and current legislation pertaining to assessment.
- Proficient in MS Office suite.
- Possess a valid class 5 driver's license.

We thank applicants for their interest. Only those selected for an interview will be contacted.

Applications can be submitted online at www.rockyview.ca/careers

Closing Date: May 25, 2025 or until a suitable candidate is found.