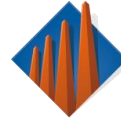


Position Posting




**Residential Assessor**

**(1 Positions Available)**

**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-Time, Continuing
<b>Rate of Pay:</b>	<b>Band 7:</b> \$43.61 - \$46.44 per hour <i>(Subject to CUPE 1015 Agreement)</i>
<b>Current Location:</b>	City Hall
<b>Duties:</b>	<p>Reporting to the Director, Assessment and Taxation, this position is responsible for determining and ensuring accurate valuation of the residential market, for new and existing properties and to ensure all pertinent records are maintained that result in equitable and defensible property assessment.</p> <p><b>Duties</b></p> <ul style="list-style-type: none"><li>• Ensure the completion of defensible annual and supplementary assessments for all types of residential properties within legislated timelines that meet all legislated provincial assessment standards.</li><li>• Maintain Assessment Roll and Computer Assisted Mass Appraisal System (CAMALOT); update assessment information, process subdivisions, building permits, school support decelerations and update sales file.</li><li>• Assist with collecting, verifying, recording and analyzing property data and sales for assessment database.</li><li>• Provide assistance and direction to team members to complete projects and assignments.</li><li>• Remain current and ensure compliance with The Lloydminster Charter, the Municipal Government Act, municipal bylaws and relevant assessment legislation.</li><li>• Assist in the audit process and compliance.</li><li>• Perform on-site physical inspections and collect property attribute data for all types of residential properties.</li><li>• Communicate with property owners/managers, tenants, developers and other stakeholders in a variety of situations to gain access and information for residential properties.</li><li>• Prepare files and defend assessments before the Local Review Boards (LARB). Present both the argument and evidence for a wide range of assessment appeals.</li><li>• Develop Statistical models using Multiple Regression Analysis and Statistical Package for the Social Sciences software (SPSS).</li><li>• Ability to train, coach and mentor junior staff.</li><li>• Present to Council and special interest groups.</li><li>• Interpret the factors, principles and practices of The Lloydminster Charter, the Municipal Government Act and subsequent Statutes and Regulations.</li><li>• Make valuation judgements and consistently apply that judgement to properties within a specific market area.</li></ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Other related duties as required.</li> </ul>
<p><b>Schedule:</b></p>	<p>The position is office based and normal working hours are between 8:00 am – 5:00 pm with the occasional requirement to work outside these standard hours. This position will be required to work outside with exposure to inclement weather and around or near construction zones. Exposure may exist on a short-term duration, with limited intensity. Approximately 50% of time is spent in the community conducting on-site inspections.</p>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Completion of a two-year Post-Secondary diploma in Property Assessment, Property Appraisal or equivalent. Completion of a degree in a related field is considered an asset.</li> <li>• Completion of a Certificate in Real Property Assessment from University of British Colombia is considered an asset.</li> <li>• Accredited Municipal Assessor of Alberta, AMAA designation is required. Working towards an accreditation through the Alberta Assessor Association would be considered. Equivalences will be considered.</li> <li>• Minimum of three years’ of progressive and hands-on residential assessment experience in a municipal environment or equivalent.</li> <li>• Must be proficient in a variety of computer systems including Microsoft Office Suite, CAMALOT software application and SPSS statistical software.</li> <li>• Must possess an intermediate knowledge and application of the three approaches to property valuation; Sales Comparison Approach, Cost Approach and Income Approach.</li> <li>• Excellent oral and written communication skills.</li> <li>• Strong attention to detail and time management skills.</li> <li>• Public relations and presentation skills.</li> <li>• Mathematical and Statistical aptitude.</li> <li>• A high level of interpersonal skills, diplomacy and professionalism.</li> <li>• Ability to work independently yet function in a team environment.</li> <li>• Ability to organize workloads and complete assigned tasks on time.</li> <li>• Manage one’s own professional development and growth within guidelines and resources available.</li> <li>• Ability to discuss and/ or explain the assessment process effectively with staff, stakeholders and customers.</li> <li>• Ability to demonstrate tact and professionalism when resolving escalated complaints.</li> <li>• Maintain constructive relationships with both internal and external stakeholders.</li> <li>• Working knowledge of land values, general housing and development trends including the construction market and the rental values of residential property.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of local, social and economic factors affecting property values.</li> <li>• Understanding of City bylaws, policies and procedures pertaining to assessment and taxation, building permit application process and building construction guidelines.</li> <li>• Must possess a valid Class 5 Driver’s License with an acceptable driver’s abstract. This position is required to operate a Municipal Vehicle and must have access to a personal vehicle for business purposes.</li> </ul>
<b>Pre-Employment Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory Criminal Record Check.</li> <li>• Successful applicant must provide proof of qualifications.</li> <li>• Applicants with international education will be required to include an Academic Credential Assessment with application.</li> </ul>
<b>Closing Date:</b>	<b>February 14, 2025</b>
<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations Team and received by the closing date.</p> <p style="text-align: center;"><b><u>Megan Radke</u></b>  HR Generalist  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184  Internal Candidate Email: <a href="mailto:employeerelations@lloydminster.ca">employeerelations@lloydminster.ca</a>  External Candidates Apply at:  <a href="https://lloydminster.applytojob.com/apply">https://lloydminster.applytojob.com/apply</a></p>
<b>Posted By:</b>	 Kara Farrell Posting Date: 27-Jan-25