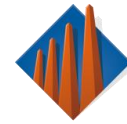


**Position Posting**


**Senior Assessor**  
**(1 Position Available)**



**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-time, Continuing
<b>Rate of Pay:</b>	<b>Band 8:</b> \$46.52 - \$50.96 per hour (Subject to CUPE 1015 Agreement)
<b>Location:</b>	City Hall
<b>Duties:</b>	<p>Reporting to the Director, Assessment and Taxation, this position is responsible for determining market value of all real property types 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, multi-residential and non-residential properties within legislated timelines that meet all legislated provincial assessment standards.</li><li>• Global perspective on the assessment processes</li><li>• Oversee the analytical review of the assessment roll by determining property attributes and apply those judgements to determine market values</li><li>• Reviews and assists in the submission of the assessment roll to ASSET for the annual audit process.</li><li>• Responsible for all aspects of the non-residential inventory.</li><li>• Maintain Assessment Roll and Computer Assisted Mass Appraisal System (CAMALOT); update assessment information pertaining to subdivisions, building permits, income and expense data, Marshall and Swift Cost data.</li><li>• Train, and mentor Field Assessor and Residential Assessor and act as a team lead in time of Director, Assessment and Taxation absence.</li><li>• Remain current and ensure compliance with The Lloydminster Charter, the Municipal Government Act, municipal bylaws and relevant assessment legislation.</li><li>• Liaison between property tax agents and/ or property owners.</li><li>• Determine equitable and defensible market value assessments in accordance with The Lloydminster Charter, the Municipal Government Act, Ministerial Regulations, municipal bylaws, and relevant assessment legislation.</li><li>• Analyze and prepare income data and studies to determine lease, capitalization, operating, and vacancies allowance to determine calculations for defensible assessments.</li><li>• Assist in the audit process and completion.</li><li>• Prepares and downloads files to the Government of Alberta Municipal Affairs Asset program.</li><li>• Prepare files and defend assessments before the Local and Composite Assessment Review Boards (LARB &amp; CARB). Present both the argument and evidence for a wide range of assessment appeals.</li><li>• Organize and prioritize workloads to ensure completion of deadlines are met by the team.</li><li>• Respond to various stakeholders' inquiries and requests.</li></ul>

	<ul style="list-style-type: none"> <li>• Present to Council and special interest groups.</li> <li>• Make valuation judgements and consistently apply that judgement to properties within a specific market area.</li> <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 Columbia is considered an asset.</li> <li>• Professional Assessment or Appraisal Designation with the Alberta Assessors Association (AMAA) or Appraisal Institute of Canada (AACI) or International Association of Assessing Officers (CAE) is required.</li> <li>• Minimum of four years’ of progressive and hands-on residential assessment experience non-residential assessment valuation.</li> <li>• Must be proficient in a variety of computer systems including Microsoft Office Suite, CAMALOT software application and SPSS statistical software.</li> <li>• Ability to communicate effectively with the public and coworkers and establish solid working relationships.</li> <li>• Mathematical and statistical aptitude.</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>• Ability to work independently yet function in a team environment.</li> <li>• Ability to organize workloads and complete assigned tasks on time.</li> <li>• Demonstrated ability to analyze complex valuation scenarios.</li> <li>• Ability to motivate and mentor junior staff.</li> <li>• Must possess advanced knowledge and application of the three approaches to property valuation; Sales Comparison Approach, Cost Approach and Income Approach.</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>• A high level of interpersonal skills, diplomacy and professionalism.</li> <li>• Maintain constructive relationships with both internal and external stakeholders.</li> <li>• Understanding of City bylaws, policies and procedures pertaining to assessment and taxation, building permit application process and building construction guidelines.</li> <li>• Ability to explain complex ideas in an understandable manner.</li> <li>• Understanding of local, social and economic factors affecting property values.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage one’s own professional development and growth within guidelines and resources available.</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>October 4, 2024</b>
<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and 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, Employee Relations  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184  Internal Candidate Email: <a href="mailto:hr@lloydminster.ca">hr@lloydminster.ca</a>  External Candidates apply at: <a href="http://www.lloydminster.ca/jobs">www.lloydminster.ca/jobs</a></p>
<b>Posted By:</b>	 <hr style="width: 100px; margin-left: 0;"/> Megan Radke Posting Date: September 20, 2024