

City Assessor

Corporate Financial Services Department
Corporate Revenue Division

(Permanent full-time position)

Posting No. 427(292)

The City of Saskatoon is an Employment Equity employer

CORE FUNCTION:

This position is responsible to plan, organize and control the functions of the City's Assessment Section, and ensures the assessment program is administered as defined by *The Cities Act* and other relevant statutes and regulations.

DUTIES:

1. Manages the activities of the Assessment Section and ensures its alignment with strategic plans, corporate goals, guiding principles and management commitments.
2. Manages assigned professional and technical staff, hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary. Plans and approves staff development. Responsible for performance management and disciplinary action when required.
3. Oversees major assessment initiatives, including the legislated preparation of property revaluation cycles, property tax exemption status, supporting determined assessment values, and data and systems administration.
4. Maintains and applies current knowledge of all legislation relating to property assessment, and ensures all policies, procedures and internal systems are in compliance with relevant legislation.
5. Ensures the annual preparation, accuracy, compliance, maintenance and defence of the City's assessment roll.
6. Represents the City, via membership on relevant provincial committees, and ensures that input regarding legislated assessment changes and/or related issues is provided, received and delivered.
7. Develops and maintains effective relationships with internal and external stakeholders, including the Saskatchewan Assessment Management Agency, relevant Provincial Ministries and Agencies, and members of the community.
8. Prepares and presents written and oral reports in response to enquiries of City Council, Committees of Council, senior administration, the media, and the public.
9. Prepares and administers the annual capital and operating budgets for the Section.
10. Manages the development of annual strategic business plans for the Assessment Section, including ensuring their alignment with divisional goals and objectives.
11. Acts as the Director of Corporate Revenue as required.
12. Performs other related duties as assigned.

QUALIFICATIONS:

- Formal accreditation in a related field; i.e. assessment or appraisal. Degree in a related field preferred.
- Possession of License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Seven to nine years' progressively responsible experience in the municipal assessment or appraisal field, including effective managerial and/or supervisory experience.
- Thorough knowledge of Municipal, Provincial and Federal legislation and regulations pertaining to assessments, including relevant case law.
- Thorough knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Demonstrated ability to plan, direct, coordinate, monitor and evaluate the work of assigned staff.
- Demonstrated ability to communicate effectively orally and in writing, including the ability to prepare and present complex technical reports.
- Demonstrated ability to coordinate and analyse data to identify current and future opportunities and develop recommendations to address them.
- Demonstrated effective interpersonal skills to establish and maintain effective working relationships with civic staff, civic officials, representative of other agencies and the public.

SALARY:

\$124,916.16 - \$146,775.84 per annum (2019 Rates)

CLOSING DATE:

Friday, September 11, 2020