

Assessment Manager

Corporate Financial Services Department
Corporate Revenue Division

(Permanent full-time)

Posting No. 541(222)

The City of Saskatoon is an Employment Equity employer

CORE FUNCTION:

This position assists in planning, organizing, controlling and managing the valuation component of the City's assessment program, as required by *The Cities Act* and other related statutes and regulations.

DUTIES:

1. Supervises assigned staff; assists with hiring, establishes work assignments, assesses staffing needs, identifies and pursues other resources if necessary. Plans and approves staff development. Assists with performance management and, when required, disciplinary action.
2. Ensures that the necessary resources are allocated to effectively, efficiently and economically manage the City's assessment inventory, including meeting the legislative requirements related to the development of assessment models. Develop project plans for assignments and monitor and report on project status as required
3. Train and mentor assigned staff in the development of valuation model components, using the most appropriate mass appraisal methodologies, including the monitoring of the functionality of the Computer Assisted Mass Appraisal System
4. Defends assessed values at tribunals, including mentoring and supporting staff at hearings.
5. Maintains, audits and prepares the annual assessment roll submission to the Saskatchewan Assessment Management Agency for the confirmation of the yearly assessment roll and supplemental roll, as well as provides data and reports to other city divisions, as well as external government agencies or departments.
6. Ensures current established procedures and standards are followed while investigating the best practices of others that may provide for more effective and efficient procedures and standards to be developed.
7. Investigates as directed, alternative assessment/appraisal applications to support the business of the Assessment Division.
8. Acts as a contact with the real estate community, property agents and the public.
9. Assumes the duties of the City Assessor, as required.
10. Performs other related duties as assigned.

QUALIFICATIONS:

- Diploma in Urban Land Economics or related discipline. Degree in a related field preferred.
- Formal accreditation in a related field; i.e. assessment or appraisal.
- Possession of License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Four to six 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 critical thinking skills in order to comprehend, analyze and draw supportable conclusions throughout the assessment modelling process.
- Demonstrated ability to supervise and develop staff.
- Demonstrated ability to establish and maintain effective relationships with assigned staff, representatives of other agencies and the public.
- Demonstrated ability to communicate effectively orally and in writing, including the ability to prepare and present reports.
- Demonstrated mediation skills.

SALARY:

\$80,511.36 to \$94,485.84 per annum (2018 rates)

CLOSING DATE:

Wednesday, November 18, 2020