

Coordinator, Property Assessment Research & Appeals

Openings: Up to 2

Type of Posting: Internal & External

Location Name: City of Regina, Regina, Saskatchewan, CA

Date Posted: January 17, 2024

Closing Date: February 1, 2024

Profession: Business Professionals

Experience Level(s): Intermediate

Desired Employment Status: Permanent

Job ID: 1924

Are you passionate about shaping the landscape of property assessment and valuation? Do you have a knack for leading and mentoring a team to achieve excellence? The City of Regina is seeking two motivated and knowledgeable individuals to join our dynamic team as the next permanent Coordinator of Property Assessment Research & Appeals.

You will play a crucial role in leading our team to develop cutting-edge assessment valuation models and defending market values at all levels of the appeal tribunal.

Duties & Responsibilities at a high level:

- *Lead and Inspire:* Supervise, lead, and support a team of senior property appraisers to develop assessment valuation models and provide expert opinion at assessment tribunals.
- *Positive Work Environment:* Foster a positive, healthy, respectful, and inclusive work environment aligned with our Corporate Vision and Workplace Strategy.
- *Strategic Leadership:* Lead a team in researching, developing, and implementing assessment valuation models crucial for property tax calculations.
- *Statistical Analysis:* Utilize SPSS software to provide statistical analysis supporting property valuations and adjustments.
- *Appeal Tribunal Support:* Lead a team in supporting/defending property values at appeal tribunals, influencing the City of Regina's annual budgeting process.
- *Legal Strategy:* Participate in strategy development for assessment appeal hearings, compiling market data, and supporting case law.
- *Knowledge Application:* Ensure team adherence to provincial and municipal legislation, internal policies, and best practices.
- Other related duties.

Knowledge, Abilities and Skills:

- Extensive knowledge in the valuation methodologies including the Cost, Income and Direct Sales Comparison approaches.
- Extensive knowledge of the Acts and Regulations pertaining to Property Assessment
- Extensive knowledge in residential and/or commercial valuation concepts to successfully mentor team members.
- Extensive knowledge in the understanding and development of statistical valuation models related to the legislated mass appraisal standard.
- Ability to communicate effectively both orally and in writing, demonstrating tact and discretion to establish effective working relationships with other employees and internal and external stakeholders.
- Knowledge of *the Building Bylaw* and *the Regina Zoning Bylaw* to interpret the effects on market values.
- Proven leadership skills in mentoring and coaching others to attain common objectives.
- Proven skills and ability to conduct presentations and communicate property assessment information to the public.
- Demonstrate performance management principles and practices in the effort of planning, organizing, and managing the activities of a team within defined timelines.
- Ability to comprehend and apply the concepts of Computer Assisted Mass Appraisal Techniques (Multiple Regression Analysis, Adaptive Estimation, and statistical testing)
- Extensive knowledge and training in SPSS software.

Education & Experience:

- *Education:* Typically, the knowledge, skills and abilities required are obtained through completion of a university degree in economics or commerce with the AACI or CAE designation, or equivalent assessment/appraisal designation.
- *Designations & Certifications:* Holds designation through the Saskatchewan Assessment Appraiser Association's designation program or licensed/certified through the Saskatchewan Assessment Appraiser Association.
- *Experience:* Minimum of five (5) years of professional experience in residential and/or commercial property valuation.

- Extensive experience in all valuation principles including the use of the Cost, Income and Direct Sales Comparison Approaches to value and practices and procedures applicable to various computer assisted valuation techniques is required.

The Good Stuff

- Flexible work schedule and hybrid work options
- Designated Day Off every 3rd week.
- Robust Benefits package (**no waiting period!**) which includes, but is not limited to:
 - Health Coverage (*employer paid*)
 - Dental Coverage
 - Health Care Spending Account (\$375 per year)
 - Basic Group Life & Options
 - Long Term Disability
 - Civic Pension Plan with Employer Contributions
- Supported educational programs to enhance employee knowledge and skills through our Educational Assistance Program. Options for Long-term learning programs to provide opportunities for employees to work towards a designation, degree, etc.,
- 50% off admission to City leisure facilities (Swimming, etc.),
- An inclusive and diverse work culture

Please note: In the event that we are unable to fill the Coordinator position, we may consider a candidate possessing complementary skills and a strong potential for growth with our organization by filling the role as a Senior Assessment Appraiser. This position has a salary range of CMM 6, \$43.24 - \$53.99 per hour; \$82,442 - \$102,938 per annum.

✓ **Note:** Testing may be done to evaluate knowledge, skills and abilities.

✓ **Note:** As per the City of Regina's *Criminal Record Check Policy*, the successful candidate is required to provide a satisfactory criminal record check.

✓ **Note:** Successful candidates will be required to provide proof of acquired education.

Jurisdiction: Civic Middle Management

Division: Financial Strategy & Sustainability

Department: Assessment & Property Revenue Services

Hourly Salary: \$45.82 - \$57.32

Annual Salary: \$87,361.00 - \$109,287.00

The City of Regina acknowledges that we are on Treaty 4 Territory, and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and the homeland of the Métis Nation.

We want to show our recognition and respect to the Nations and the ancestors of this territory, we are grateful for the privilege to be here, to co-exist. We recognize that much of the harms of the past have shaped our relationship; we are committed to our work of building trust. We hope for good and everlasting relationships to create true partnerships with Indigenous peoples.

Regina is committed to employment equity and accessibility. We encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities and persons of all sexual orientations and gender identities/expressions.

Note: The City of Regina strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please note in your application or contact 306-777-7000.