



Senior Assessor

The Corporate Services Division of the City of Swift Current is looking for a qualified Senior Assessor to join our team of professionals in the Financial Services Department to contribute to the overall goals of the organization through a depth of understanding and knowledge in all aspects of property assessment, as well as the vital role property assessment plays in the operation of the City of Swift Current.

Reporting to the Director of Financial Services, the Senior Assessor is a key member of the Assessment Team and works collaboratively with City Administration and the public. This position is responsible for determining market value assessment of all properties within the boundary of the City of Swift Current by utilizing any and all of the three (3) approaches to value. This position provides research and analysis of sales, income data, and/or cost data to develop models to determine property assessment values. The Senior Assessor also provides leadership in the revaluation process and functions as a market analysis expert.

This is a temporary, full-time position for approximately 24 months.

Essential Minimum Qualifications include:

Education, Designations and Certifications:

- Certified Assessment Evaluator (CAE) designation or Accredited Appraiser Canadian Institute (AACI) designation is required.
- Municipal Assessment Appraiser of Saskatchewan (MASS) designation or Licensed Accredited Assessment Appraiser (LAAS) designation is required.
- Ability to become Safe Places – Community Certified which includes the completion of Respect Group Training and a Criminal Record Check.

Experience:

- Minimum of five (5) years of directly related assessment experience.
- Experience leading and executing change management processes and projects.
- Experience in a public sector environment, specifically municipal government, is preferred.

Knowledge:

- Demonstrated knowledge of the principles, practices, and procedures of appraisal and the three (3) approaches to value.
- Demonstrated knowledge of quadrennial revaluation processes and requirements.

- Excellent working knowledge of assessment acts, legislation, and regulations, specifically The Cities Act, The Assessment Management Agency Act, Freedom of Information and Protection of Privacy Act, and other related legislation.
- Knowledge and understanding of internal controls, policies, and procedures to safeguard information and ensure compliance with regulatory requirements.
- Knowledge of core assessment functions, as well as municipal taxation functions.

Skills:

- Excellent interpersonal, organizational, negotiation, and presentation skills, including excellent oral and written communication skills.
- Able to develop and implement long-term plans both independently and as part of a team.
- Flexible and able to manage workload, set priorities, and meet required deadlines, while contending with conflicting demands.
- Clear and concise interpretation of policies, procedures, and organizational structure to all levels of the organization.
- Strong analytical thinking, planning, prioritization, and implementation skills.
- Able to work safely by following established safety protocols and procedures.
- Strong computer application skills, specifically with Microsoft 365, Assessment Office, Statistical Package for the Social Sciences (SPSS), and other related software.

Attributes:

- Strategic thinker, able to see the bigger picture and act appropriately to produce measurable result.
- Exceptional leadership abilities.
- Ability to engage employees and promote a supportive and productive work culture.
- Work and problem solve independently, as well as part of a team.
- A trusted and ethical leader with respect for all viewpoints, with the ability to motivate others, and articulate clear direction.
- Ability to treat all sensitive information in a confidential manner.
- Ability to act with professionalism and remain calm in stressful situations.

The City of Swift Current offers a competitive compensation package including a full employee benefit package.

To apply, please submit a cover letter and resume along with three working references no later than 4:30 pm on Thursday, November 28, 2024.

Human Resources
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*We wish to thank all candidates who apply,
however only those selected for interviews will be contacted.*