

**Job Title: Assessment Appeals Manager**

**Position: Assessment Appeals Manager**

Division: Corporate Financial Services  
Department: Corporate Revenue  
Term: 1 Permanent Full Time position available.  
Closing Date: 04/03/2025  
Labour Group: ESA  
Posting: 4191

**Join Our Team!**

The Corporate Revenue department is looking for an Assessment Appeals Manager.

**The Work You Will Be Involved In:**

This position is responsible and accountable for effectively and efficiently leading the appeal and audit function of the Assessment Section. The incumbent manages all aspects of assessment appeals through interpreting applicable statutes, evolving case law, and valuation best practices in order to identify matters for review and resolution.

- Manages the activities of the Assessment Appeals function and ensures its alignment with corporate goals, guiding principles, and management commitments.
- Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies, and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
- Manages major assessment initiatives, including supporting the determined assessment values at all levels of appeals and completing audits of assessment data. Acts as the project lead for managing the provincial audit requirements.
- Reviews, and manages the preparation of appropriate actions relating to appeals at the Saskatchewan Court of Queen’s Bench and Court of Appeal. Collaborates with the City Solicitors Office, as required.
- Appears or acts in an advocacy role on behalf of the City for complex and high-risk assessment issues.
- 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.
- 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.
- 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.
- Prepares written and oral responses to enquiries of City Council, Committees of Council, senior administration, and the public.
- Assists in the development of annual strategic business plans.
- Acts as City Assessor, as required.
- Performs other related duties as assigned.

**Who We Are Looking For:**

**Core Competencies:**

- **Assessment & Audit Initiatives:** Skilled in managing major assessment initiatives, including supporting assessment values during appeals and leading audits of assessment data. Expertise in acting as the project lead for provincial audit requirements, ensuring all processes align with regulatory expectations.
- **Appeal & Audit Function Management:** Proficient in leading the appeal and audit function within the Assessment Section. Adept at interpreting applicable statutes, evolving case law, and valuation best practices to identify key matters for review and resolution, ensuring the alignment with corporate goals and guiding principles.
- **Legal & Advocacy Leadership:** Demonstrated ability to represent the City in complex, high-risk assessment issues and advocacy roles, including preparing for and managing appeals in the Saskatchewan Court of Queen's Bench and Court of Appeal. Collaborates effectively with the City Solicitors Office and other legal partners.
- **Communication & Reporting:** Expert communicator, proficient in preparing detailed written and oral responses for City Council, Committees of Council, senior administration, and the public. Adept at presenting complex technical information in an accessible manner, fostering clear understanding and decision-making.
- **Strategic Planning & Business Development:** Experienced in contributing to the development of annual strategic business plans. Supports the identification of long-term opportunities and the development of strategies to address future needs and challenges in property assessment and audits.

**What We Are Looking For:**

- Degree in urban land economics, business administration or a related discipline
- Membership and 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.

**Click here to apply with us:**

If you are interested in the Assessment Appeals Manager position, but don't have all these qualifications - apply anyway. All applicants will be considered with an emphasis on relevant experience, education, and applicable skills.

**Weekly Hours:** 40  
**Salary Range:** \$111,094.08 to \$130,535.28 CAD **per annum** (2025 rates)

**Diversity, Equity and Inclusion**

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

**Accommodation**

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [talentacquisition@saskatoon.ca](mailto:talentacquisition@saskatoon.ca).

While we appreciate all applications we receive, only candidates under consideration will be contacted.

Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions > Welcome to the City