



## **Assessor**

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

Reporting to the City Assessor, the 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 Assessor also provides leadership in the revaluation process, functions as a market analysis expert, acts as City Assessor as required, and performs other related duties as assigned.

### **Required Qualifications**

#### **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 complete Respect in the Workplace online training and submit a satisfactory 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.
- Proficient in leading the appeal and audit function within the Assessment Department.
- Effective interpretation of 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.
- Leadership of major assessment initiatives, including supporting assessment values during appeals and leading audits of assessment data.
- Effective project leadership for provincial audit requirements, ensuring all processes align with regulatory expectations.
- Develop and maintain effective relationships with internal and external stakeholders, including the Saskatchewan Assessment Management Agency, relevant Provincial Ministries and Agencies, and members of the community.
- Develop and implement long-term plans as part of a team and independently.
- 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.

This is a temporary, full-time position with a salary range of \$2,798.38 to \$3,404.66 bi-weekly. The duration of this temporary position will be approximately twenty-four (24) months. The City of Swift Current also offers a full employee benefit package and pension plan.

To apply, please submit a cover letter, resume, and three employment references no later than 11:59 p.m. on Monday, May 19, 2025 to:

Human Resources  
City of Swift Current  
P.O. Box 340  
Swift Current, SK  
S9H 3W1

Email: [recruitment@swiftcurrent.ca](mailto:recruitment@swiftcurrent.ca)

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