

Coordinator, Property Assessment Research & Appeals

Job ID: 3382

Openings: 1

Jurisdiction: Civic Middle Management

Division: Financial Strategy & Sustainability

Department: Assessment & Property Revenue Services

Branch: Property Assessment Services

Location Name: Regina, Saskatchewan, CA

Type of Posting: Internal & External

Employment Type: Permanent

Hourly Salary: \$45.82 - \$57.32 (2024 rate)

Annual Salary: \$87,361.00 - \$109,287.00 (2024 rate)

Date Posted: March 17, 2026

Closing Date: Open until filled

Land Acknowledgement

We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

Equity, Diversity & Inclusion

The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of colour, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-deserving communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

Position Summary

Join the City of Regina in a leadership role that helps shape a fair and transparent property assessment system. The Supervisor, Research and Appeals leads a team of senior property appraisers responsible for developing and maintaining statistical valuation models that support the City's annual assessment roll and property taxation framework. In this role, you will combine leadership, market insight, and advanced statistical analysis to ensure accurate property valuations and provide expert support in defending assessments through all levels of appeal. You will guide and mentor a skilled team, collaborate with internal partners and stakeholders, and contribute to strategic planning and continuous improvement within Property Assessment Services.

This position offers an opportunity to apply your expertise in property valuation, mass appraisal, and legislation while playing a meaningful role in supporting sound municipal decision-making and maintaining public confidence in the City's assessment process.

Key Duties & Responsibilities

- Supervise and lead a team of senior property appraisers in developing and implementing assessment valuation models and supporting annual assessment roll production.
- Foster a positive, respectful, and inclusive work environment aligned with corporate values and workplace strategy.
- Provide statistical analysis using SPSS and other tools to support property valuations and explain valuation adjustments.
- Provide sales analysis and market evidence to support valuation decisions and respond to customer inquiries.
- Lead and support the defense of property values at appeal tribunals (Board of Revision, Saskatchewan Municipal Board, Court of Appeal), including strategy development and preparation of statistical evidence and case law.
- Participate as an advocate or expert witness in assessment appeal hearings.
- Ensure consistent application of provincial and municipal legislation, bylaws, and internal policies related to property assessment.
- Contribute to branch planning and lead development and implementation of team work plans aligned with branch priorities.

- Maintain a case law index of relevant Saskatchewan Municipal Board and Court of Appeal decisions affecting property valuation and classification.
- Analyze and improve workflow processes; develop policies, procedures, and performance measures to support efficient operations.
- Coach, mentor, and support training and development of senior property assessors.
- Prepare and deliver written and verbal presentations for senior management, City Council, and committees as required.
- Respond to property assessment and taxation inquiries from the public and elected officials.
- Participate in operating budget preparation and monitoring.
- Develop and manage project plans and report on project progress as required.

Key Qualifications

- Typically, the knowledge, skills and abilities required are obtained through completion of a university degree in Economics or Commerce supplemented with possession of the Appraisal Institute of Canada's AACI designation or the International Association of Assessing Officers CAE designation or an equivalent Assessment / Appraisal designation along with a minimum of five (5) years 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
- Completion of the Saskatchewan Assessment Appraiser Associations designation program or licensed or certified through the Saskatchewan Assessment Appraiser Association.
- 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 in order to establish effective working relationships with other employees and internal and external stakeholders.
- Ability to work with a large degree of independence and initiative demonstrating sound judgement and decision-making skills.
- 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 ability to provide excellent customer service to internal and external stakeholders.
- Proven skills and ability to conduct presentations and communicate property assessment information to the public.
- Demonstrate knowledge of the principles involved in providing excellent customer service and ability to coach others in delivering the same.
- 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.
- Possession of a valid driver's license is required.

Benefits Overview

Permanent employees are eligible for a comprehensive benefits package starting on their first day of employment, designed to support financial security, health, and overall well-being.

Core Benefits (Mandatory)

- Civic Pension Plan Shared contributions with the employer to support long-term retirement security
- Long Term Disability (LTD) Income protection at 75% of salary after a qualifying period
- Basic Life Insurance & Basic AD&D Cost-shared protection for you and your family
- Extended Health & Dental Coverage Includes prescriptions, travel insurance, paramedical services, vision care, and dental services
- Health Care Spending Account (HCSA) Employer-funded accounts to cover additional health, dental, vision, and lifestyle expenses

Health & Wellness Highlights

- 100% employer-paid health benefits
- Dental coverage with preventative, major, and orthodontic services

- Travel coverage up to \$5,000,000
- Paramedical, vision, and prescription coverage

Retirement & Income Protection

- Competitive pension contribution rates with employer matching
- Shared-cost Long Term Disability coverage through Manulife

Optional Benefits (Employee-Paid)

- Spouse and dependent life insurance
- Optional Life Insurance (employee, spouse, and child)
- Optional AD&D insurance
- Flexible coverage levels based on individual needs

Please visit this link below for the full job description:

<https://openregina.ca/dataset/coordinator-property-assessment-research-and-appeals-job-description/resource/73befd3c-8a90-47c4-8570-feb8914154ca>

Additional Requirements:

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.

At City of Regina, we offer competitive compensation, health and wellness benefits, and growth through educational support and in-house courses. If you're passionate about public service and making a difference, apply now! For detailed job descriptions, CBAs, and application tips, visit our [Applicant & Job Resources page](#).

Note: Only applications submitted via our online application system are accepted