



## ASSESSMENT MANAGER Competition #2013-055

The City of Prince Albert is located in the broad valley of the North Saskatchewan River near the geographic centre of the province of Saskatchewan where the agricultural prairie of the south and the rich forest belt of the north meet. Prince Albert is a major service centre and regional market area for 115,000+ people in central and northern Saskatchewan. The beauty of the area, a friendly environment, the large number of recreational facilities, excellent schools and post-secondary education institutions, as well as lakes and parks teamed with a diverse economy makes Prince Albert a prosperous community with a commitment to growth and a balanced quality lifestyle.

The City of Prince Albert has an opportunity available for a motivated individual to work with a small group of dedicated assessment staff to develop assessment values within the City. The variety of properties found within the City creates a great environment to develop and demonstrate your ability to use a variety of valuation methods.

Under the direction of the City Assessor, this out of scope position has the responsibility for assessment functions including managing the analysis of sales, income, costs and any other relevant information for the valuation of property; and scheduling and supervising all aspects of the valuation process. Ensuring that assessed values established by assessment staff are accurate and have been determined pursuant to Provincial Regulations is an essential duty of this position.

Other duties of the position will include, but not be limited to supervising the upkeep of the recorded property information, including regular property inspections, income and expense data and sale verification, and utilizing the CAMA, statistical and other software systems. The Assessment Manager will be responsible for responding to public inquiries and will participate in and lead assessment appeal hearings as required. The Assessment Manager will act for the City Assessor in his absence.

### Desired Qualifications:

- Diploma in Business Administration, Urban Land Economics or related assessment discipline.
- 5+ years' progressively responsible supervisory experience in a municipal environment or appraisal field.
- Licensed Assessment Appraiser of Saskatchewan (L.A.A.S.) by the Saskatchewan Assessment Appraisers' Association (SAAA) or, Certified Assessment Evaluator (CAE) by the International Association of Assessing Officers or, Accredited Appraiser, Canadian Institute (AACI) by the Appraisal Institute of Canada.

Qualified applicants are invited to submit a detailed resume outlining experience, education, and qualifications by **Monday, August 26<sup>th</sup>, 2013.**



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*The City of Prince Albert is committed to the principles of employment equity.  
We thank all applicants, however only candidates interviewed will be contacted.*