

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!
We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

Area Coordinator

Assessment & Taxation Department

Posting No: 115523

Location: 457 Main Street

Closing Date: October 16, 2017

Under the general direction of the Manager of Assessment Services, the Area Coordinator plans, organizes and controls the day-to-day operations of an area within the Assessment Services Division. This includes the establishment of values, the defense of assessments, appropriate resource allocation and ensures the adherence to an accountability framework in relation to work assignments. As a member of the Department Management Team, is responsible for bringing forward area issues to the attention of the Team and Manager of Assessment Services.

As the *Area Coordinator* you will:

- Plan, direct and coordinate all phases of work of assigned personnel.
- Be responsible for the production of the annual City of Winnipeg Assessment Rolls within an area coordinating with other Area Coordinators, using up-to-date and accurate information and methods.
- Be responsible for organizing, planning and supervising work activity pertaining to Assessment Appeals in coordination with the Assessment Services Management Committee.
- Serve as the Assessment Services contact for valuation-related issues with the Provincial Municipal Assessor's office and other senior government departments as well as other City Departments.
- Serve as a significant Department contact with external customers including the real estate community, the legal community, tax agents, other city officials, assessment jurisdictions and taxpayers.
- Implement alternative appraisal/assessment techniques in consultation with the Strategic Support Services Division using best practices implementation methods to support the business of the Department.
- Participate in the specification of requirements for hardware and software acquisition.
- Be required to perform all or some of the duties of the Manager, Assessment Services when needed.

Your education and qualifications include:

- A professional assessment/appraisal designation (AAOM, MIMA, CAE, AACI) in good standing and a University degree or diploma in Urban Economics, Business or Assessment Administration or equivalent.
- Several years of progressively more responsible experience in a market-based mass appraisal environment.
- Thorough knowledge of municipal taxation policies, procedures and practices.
- Demonstrated ability to interpret legislation and work within the statutory restriction of an assessment environment.
- Demonstrated managerial ability with an emphasis on leadership, team building and the fostering of a learning environment.
- Demonstrated ability to establish and maintain effective professional and working relationships.
- Strong interpersonal skills, including communication (both oral and written), presentation, facilitation and collaboration skills.
- Demonstrated ability in the area of Computer Assisted Mass Appraisal applications.

Conditions of employment:

- A Police Information Check (formerly the Criminal Record Check) satisfactory to the Employer will be required from the successful candidate, at their expense.
- Must have and maintain a valid Manitoba Class 5 Driver's License.

CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG: (The City of Winnipeg is using the Lominger Competency Model®)

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

APPLY ONLINE at <http://winnipeg.ca/hr/> . Attach all documentation listed below. For instructions on how to attach documents online, please refer to our [FAQ's](#) or contact 311.

1. Current cover letter and resume (**Required**).

Applications submitted without REQUIRED documentation will not be considered.

If you do NOT have access to a computer/email, please apply, including all documentation listed above, to: Staffing Branch, HR Services, Main Floor – 510 Main Street, Winnipeg, MB by **4:30 P.M., Monday, October 16, 2017.**

NOTE:

1. Applicants may be required to undergo assessment to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
2. Must have and maintain a valid Manitoba Class 5 Driver's License.

The salary range for this position is \$3,039.43 - \$4,091.75 bi-weekly.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.