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**ICI Valuation Coordinator  
P10 Professional Officer 10**

Regular/full-time

**Municipal Relations**

Assessment, Provincial Municipal Support Services  
Winnipeg MB

**Advertisement Number:** 34041

**Salary(s):** P10 \$81,667.00 - \$100,996.00 per year

**Closing Date:** August 19, 2018

The Manitoba government recognizes the importance of building an exemplary civil service that is inclusive and reflective of the population it serves. We encourage applicants to voluntarily self-declare in the cover letter, resumé or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with disabilities. This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to women, Indigenous people, visible minorities and persons with disabilities. Applicants are requested to self-declare at the time of application.

Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.

**Conditions of Employment:**

- Must be legally entitled to work in Canada
- Must be willing and able to work overtime as required
- Must be willing and able to travel throughout the Province of Manitoba, with occasional overnight stays.

**Qualifications:**

Essential:

- An Accredited Assessor as certified by the Association of Assessment Officers of Manitoba (AAOM), or equivalent accrediting body. A combination of equivalent education and experience may be considered
- Experience with valuation, classification and assignment of tax liability for assessment of ICI properties
- Extensive knowledge of the relationship between assessment and taxation, and between assessment and municipal functions
- Extensive knowledge of the Municipal Assessment Act (MAA), other pertinent legislation that provide the framework for assessment of ICI properties
- Experience presenting/defending decisions at hearings with The Municipal Board, Dispute Advisory Panel and/or Court of Queen's Bench related to ICI properties
- Exceptional verbal communication and presentation skills to deliver information in a confident, competent and professional manner
- Superior interpersonal skills, with the ability to establish and maintain relationships with internal and external stakeholders, staff, clients, and industry experts.
- Experience with reading, interpreting and implementing policies, procedures, legislation and legal documents
- Excellent written communication skills, with the ability to prepare written materials for use by and review of staff, clients, senior management, and internal and external stakeholders
- Supervisory experience, with the demonstrated ability to coach and mentor staff

**Duties:**

The Industrial, Commercial and Investment Valuation (ICI) Coordinator is accountable for overseeing the establishment of value for ICI property. The incumbent ensures that valuation methodology follows best practices, and when applied to ICI property, results in assessments that accurately reflect market values at each reassessment, monitors the application of property classes and assignment of exemptions to ensure correspondence with legislation, regulations and court direction. The primary responsibility is for training staff in valuation, classification and liability as applied to ICI properties and for quality control/consistency across the Province.

The ICI Valuation Coordinator ensures appeals of assessments of ICI properties are appropriately addressed, appearing as expert witness at the most complex appeals before The Municipal Board, cases before the Court of Queen's Bench and Court of Appeals, as well as the federal government Dispute Advisory Panel.

The incumbent is the Provincial lead for very complex ICI assessments, often on very large assessments that are politically sensitive. Appeals of ICI properties often involve communications with sophisticated property representatives and complex issues requiring consultation with legal counsel. The position is also typically involved in significant proposed development where critical estimates and projections are required by prospective investors and other governmental agencies.

**Apply Now:**

Advertisement # 34041  
Civil Service Commission  
Human Resource Services  
608-330 Portage Avenue  
Winnipeg, MB, R3C 0C4  
Phone: 204-945-4394  
Fax: 204-948-2193  
Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)

**Please be advised that job competitions may be grieved and appealed. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative or the grievor, if unrepresented. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.**


**We thank all who apply and advise that only those selected for further consideration will be contacted.**

**WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.**

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 204 945-1437 TDD

**Manitoba** 

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