

Recruitment Details

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 and Taxation Department

Posting No: 120836

Closing Date: March 28, 2022

Job Profile

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:

1. 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.
2. Several years of progressively more responsible experience in a market-based mass appraisal environment.
3. Thorough knowledge of municipal taxation policies, procedures and practices.
4. Demonstrated ability to interpret legislation and work within the statutory restriction of an assessment environment.
5. Demonstrated managerial ability with an emphasis on leadership, team building and the fostering of a learning environment.
6. Demonstrated ability to establish and maintain effective professional and working relationships.
7. Strong interpersonal skills, including communication (both oral and written), presentation, facilitation and collaboration skills.
8. Demonstrated ability in the area of Computer Assisted Mass Appraisal applications.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Prior to commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense.

CORE COMPETENCIES FOR ALL EMPLOYEES OF THE CITY OF WINNIPEG:

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

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND/OR Application Form (**Required**).
2. Cover Letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$3,194.24 - \$4,300.16 bi-weekly (Grade 5), within the W.A.P.S.O. Collective Agreement.

1. Applicants may be required to undergo assessment to determine their knowledge, abilities and skills as they relate to the qualifications of the position.

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

We value diversity in our workplace. Indigenous peoples, women, racialized peoples, persons with disabilities, 2SLGBTQ+ peoples and Newcomers are encouraged to self-declare.

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