

Coordinator, Property Assessment Valuation

Openings: 1

Type of Posting: Internal & External

Location Name: City of Regina, Regina, Saskatchewan, CA

Date Posted: May 3, 2023

Closing Date: Open until filled.

Profession: Supervisory

Experience Level(s): Intermediate

Desired Employment Status: Permanent

Job ID: 1374

Position Summary

This position assists in the day-to-day operations / activities related to the collection and maintenance of property information for the sole purpose of establishing market value assessments required to calculate the annual Assessment Roll. This position supervises property assessment valuation staff and reports to the Manager of Valuation.

Duties & Responsibilities

- Supervise, lead, and support a team of property assessors responsible for the development of the property assessment roll while ensuring accuracy and equity in the calculation of property values.
- Promote a positive, healthy, respectful, and inclusive work environment aligned with the Corporate Vision and Workplace Strategy.
- Participates in the defense of property values at the Board of Revision, Saskatchewan Municipal Board, Court of Appeal, Court of Queen's Bench which is crucial in preserving the Assessment Roll,
- Ensure team members are consistently applying provincial and municipal legislation including internal Property Assessment Services policies and procedures (best practices);
- Participates in the planning and strategic direction of the branch; leads the development and implementation of a team and individual work plans in a manner that is consistent with branch priorities.
- Develops, implements, and participates in the analysis of existing workflow processes, develops the required policy and procedure documentation, and recommends solutions to meet business needs.
- Employ performance management parameters to create efficient work processes while obtaining optimal productivity standards.
- Participates in department business and branch planning; leads the development and implementation of work plans in a manner that is consistent with branch priorities.
- Participates in the development of training materials, coaching and mentoring a team of property assessors.
- Acts as a liaison with other municipal and provincial departments including Buildings Standards and SAMA.
- Participates in the presentation of written / verbal presentations for senior management, members of City Council and its Committees based on valuation parameters as required.
- Responds to property assessment and tax related inquiries from the public and elected officials.
- Participates in the preparation and monitoring of the current and future years operating budgets.
- Participates in the development of internal and external communications to ensure all stakeholders are well informed related to property assessment issues.
- Develop project plans for assigned projects, monitors and reports on project status as required.

Knowledge, Skills & Abilities

- 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).

Education & Experience

- 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 Association's designation program or licensed or certified through the Saskatchewan Assessment Appraiser Association.
- Possession of a valid driver's license is required.

✓ **Note:** Testing may be done to evaluate knowledge, skills and abilities.

✓ **Note:** As per the City of Regina's *Criminal Record Check Policy*, the successful candidate is required to provide a satisfactory criminal record check.

✓ **Note:** Successful candidates will be required to provide proof of acquired education.

Jurisdiction: Civic Middle Management

Division: Financial Strategy & Sustainability

Department: Assessment & Property Revenue Services

Hourly Salary: \$40.25 - \$50.25

Annual Salary: \$76,741.00 - \$95,807.00

The City of Regina acknowledges that we are on Treaty 4 Territory, and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and the homeland of the Métis Nation.

We want to show our recognition and respect to the Nations and the ancestors of this territory, we are grateful for the privilege to be here, to co-exist. We recognize that much of the harms of the past have shaped our relationship; we are committed to our work of building trust. We hope for good and everlasting relationships to create true partnerships with Indigenous peoples.

Regina is committed to employment equity and accessibility. We encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities and persons of all sexual orientations and gender identities/expressions.

Note: The City of Regina strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Talent at 306-777-7550 or by email at Talent@regina.ca.