

# Manager of Assessment

**Department: Assessment and Taxation**

**Designated Work Location:** 457 Main Street - Hybrid with designated work location

**Position Type:** Permanent Full-time

**Salary:** \$105,569.78-\$148,916.60 annually

**Posting No:** 124660

**Closing Date:** June 27, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

## **Job Profile**

The Manager of Assessment Services is responsible for the day-to-day operations of a Division which establishes and defends all property values for the City of Winnipeg. This includes the appropriate resource allocation and the creation of an accountability framework in relation to work assignments. As a member of the department management committee, the Manager is responsible for bringing forward issues of importance to the Division.

**As the Manager of Assessment you will:**

- Responsible for the production of values for the annual City of Winnipeg Assessment Roll, which includes implementing the General Assessment bi-annually.
- Provides leadership and direct supervision to the Assessment division, which included performance management, labour relations and recruitment oversight.
- Ensure that valuation procedures and standards are in place and adhered to within the legislative frame work of mass appraisal valuation for the purpose of taxation.
- Investigate alternative appraisal/assessment applications to support the business of the Department. Serves as the department's primary contact with internal stakeholders within the City of Winnipeg and the real estate community.
- Ensure that valuation staff is kept aware of educational and training requirements and creates an environment supportive of staff improvement.
- Maintaining relationships for valuation-related issues with Provincial Municipal Assessors' Office and other provincial and federal departments

**Your education and qualifications include:**

1. University degree, or equivalent education and experience.
2. Diploma in Urban Land Economics or equivalent education and experience.
3. The designation of Accredited Assessor, Manitoba (AAM) from the Association of Assessing Officers of Manitoba; Certified Assessment Evaluator (CAE) from the International Association of Assessing Officers; Accredited Appraiser Canadian Institute (AACI) from the Appraisal Institute of Canada. Accreditation from other assessment jurisdictions will be considered.
4. Eight (8) years of progressively more responsible experience in a market-based mass appraisal environment.
5. 3-5 years pervious supervisory experience.
6. Previous experience in public speaking.
7. Previous experience conducting training in a group environment.
8. Thorough knowledge of property valuation, municipal taxation policies, procedures and practices.
9. Demonstrated ability to interpret legislation and work within the statutory restriction of an assessment environment.
10. Demonstrate ability to manage conflict.
11. Demonstrated ability to establish and maintain effective professional and working relationships.
12. Excellent verbal and written communication skills.
13. Demonstrated ability to plan and manage several medium to large-sized projects simultaneously in order to meet legislative and administrative deadlines.

**\*IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

**Conditions of employment:**

- The successful candidate must maintain legal eligibility to work in Canada. If the successful candidate possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain

Police Information Check information please visit  
[www.winnipeg.ca/police](http://www.winnipeg.ca/police).

**APPLY ONLINE, including all documentation listed below:**

1. Current resume (**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.\***

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.

**Hours of Work: Monday-Friday 8:30-4:30**

**Employee Group: Out of Scope**

**Position Reports To: City Assessor**

**Only candidates selected for interviews will be contacted.**