

Senior Assessor

Job Description

Reports to:	Assessment & Building Manager
Division:	Community Growth & Identity
Business Centre:	Assessment & Building
Date Updated:	2025

Job Scope: Senior Assessor assists the Manager in monitoring and ensuring quality control and reviewing processes and procedures and provides day to day operational support to other team members. They record and analyze progress on audit and equalization requirements, special projects and the effects of proposed regulatory, legislative and technical changes. The Senior Assessor acts as the Appointed Assessor for the Town and is responsible for determining market value of all real property types for new and existing properties and to ensure all pertinent records are maintained that result in equitable and defensible property taxes.

Key responsibilities of the job are as follow:

1. Senior position responsibilities:

Team & Leadership Support

- Serve as the first point of contact for day-to-day operational support to team members;
- Support the team leader in ensuring work assignments are completed;
- Review work of team members and provide constructive feedback;
- Oversee practicum students, including performance management; and
- Model and promote a positive workplace culture.

Scheduling & Operational Efficiency

- Recommend efficiencies for shift schedules and draft final schedules for leader approval, and
- Support work area learning initiatives and goal setting.

Training & Development

- Conduct training, orientation, and mentoring of team members; and
- Support employee recruitment and provide recommendations to the leader.

Strategic & Service Delivery Support

- Handle complex assignments or tasks requiring advanced expertise; and
- Provide input and support execution of service levels, Business Centre plans, and the Corporate Business Plan as required.

2. General responsibilities:

- Present both argument and evidence for assessments before the Assessment Review Board and Land & Property Rights Tribunal. Present both the argument and evidence for a wide range of assessment appeals;
- Ensure the completion of defensible annual and supplementary assessments for all types of residential, multi-residential and non-residential properties within legislated timelines that meet all legislated provincial assessment standards;

- Oversee the analytical review of the assessment roll by determining property attributes and apply those judgements to determine market values;
- Liaison between property tax agents and/ or property owners;
- Analyze and prepare income data and studies to determine lease, capitalization, operating, and vacancies allowance to determine calculations for defensible assessments;
- Assist in the audit process and completion;
- Respond to various stakeholders' inquiries and requests;
- Present to Council and special interest groups;
- Make valuation judgements and consistently apply that judgement to properties within a specific market area.

3. **Other responsibilities:**

- Projects & initiatives as assigned;
- Research legislative or professional changes to traditional practices.

Qualifications and required skills:

- **Education:** Equivalent to completion of a University (bachelor) program involving acquisition of an advanced understanding of complex concepts and procedures. This training is often recognized by a degree in business real estate, economics, public or business administration or related discipline.
- **Certifications:** A professional assessment or appraisal designation, such as an Accredited Municipal Assessor of Alberta (AMAA) is required. Real property assessment certificate, including advanced computer assisted mass appraisal course would be considered an asset.
- **Experience:** 5 or more year's related work experience representing continuous learning and career progression, including 1 year of experience in indirect supervision and/or leadership/mentorship.
- **Skills:**
 - Proven experience managing projects, and mentoring staff.
 - High-level ability to analyze complex data and provide actionable insights.
 - Exceptional communication and conflict resolution skills.