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| **Property Assessment Analyst** |
| **Competition Number** | 76-791 | **Job Code** | 1134 |
| **Posting Date** | July 19, 2021 | **Closing Date** | August 2, 2021 |
| **Job Status** | Permanent Full-Time |
| Position Overview: |
| Responsibilities:* Responsible for the protection and enhancement of the City’s assessment base, in accordance with the City’s policies and procedures.
* Participate in Assessment Review Board appeals as either City’s representative, expert witness, or both where applicable. Represent the City in matters before other tribunals or courts as necessary.
* Perform annual review of assessment roll to identify anomalies in assessments with respect to classifications, values, dates, and timeliness.
* Ensure compliance with all provincial legislation relating to property assessment from the Municipal perspective.
* Develop positive relations with key Municipal Property Assessment Corporation (MPAC) personnel and other relevant stakeholder’s including property tax agents and lawyers.
* Provide in-house expertise on assessment related matters when responding to inquiries from staff, Council or the public while ensuring adherence to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
* Prepare reports and forecasts for critical corporate related items such as assessment growth, supplementary tax revenue, Payment-in-Lieu of taxes, assessment appeals and tax write offs.
* Preparation and collection of documentation to support the City’s position for assessment appeals.
* Attendance at Assessment Review Board and other tribunals as the City’s representative.
* Advanced verbal and presentation skills to present evidence and submissions of valuations.
* Review, propose and negotiate assessment appeal settlements and approve settlements or recommend for acceptance or rejection in accordance with established protocols and thresholds.
* Review Minutes of Settlement for accuracy and consistency with negotiated settlements. Sign or obtain signature of approver based on established protocols.
* Performs other related duties as assigned.
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| Requirements:* Must have a 3 year degree or diploma in Real Estate, Land Economics, Commerce, Business, Real Property Administration, Urban Planning or a related discipline.
* Must have a minimum of 4 years’ relevant experience in property assessment, appraisal, or related environment. Candidates with an equivalent combination of education and experience may be considered.
* Accredited membership in good standing of either the Appraisal Institute of Canada or the Institute of Municipal Assessors is required.
* Completion of a Paralegal Certification an asset.
* Successful completion of courses or accreditation in mediation is preferred.
* Experienced with proceedings before the Assessment Review Board and other Tribunals is preferred.
* Must have a full knowledge of the Municipal Act, Assessment Act, and Assessment Review Board Rules of Practice and Procedure.
* Knowledge of property valuation/appraisal, municipal property taxation, administration and accounting.
* Proven negotiation skills with the ability to resolve complex and controversial issues related to assessment and taxation an asset.
* Must have the ability to travel offsite to conduct site inspections, or attend offsite meetings.
* Advanced skills in Microsoft Office (Word, Excel and PowerPoint).
* A valid Class G driver’s license in good standing is a requirement for the role
* Candidates may be required to complete testing as part of the recruitment process, as it relates to the requirements of this position.

Note: All interested applicants are encouraged to apply. In the event there is no successful applicant with the stated level of education and experience, other applicants will be considered if a combination of their education and experience meets the following pre-determined equivalency: 2 year diploma or 2 year Specialized Post Secondary program with 7 years experience or 4 year Honours degree with minimum 2 years experience.HOURS OF WORK: MONDAY - FRIDAY: 8:30 a.m. - 4:30 p.m.  9:00 a.m. - 5:00 p.m. (modified) 8:30 a.m. - 5:00 p.m. (or approved alternate) |
| **We are committed to diversity and inclusion, and thank all applicants in advance.** **Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.** **We thank all applicants for their interest, however only candidates selected for further consideration will be contacted**  Please note that as per Human Resources Policy #II-110, "Employment of Relatives of Staff Members and Elected Officials":"The immediate relatives of staff of the Human Resources Division, all Directors, General Managers, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity.The immediate relatives of all other Management personnel shall not be employed where such employment would be:1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.2. within the same Division in the case of students." |
| **Department** | Financial Services | **Division** | Revenue |
| **Union Affiliation** | CUPE 791 | **Number of Positions** | 1 |
| **Hours of Work** | Monday – Friday 35 hours per week |
| **Location** |
| **Facility** | City Hall | **City** | Kitchener |
| **Compensation** |
| **Salary Range** | $70,436 - $88,045 | **Grade/Band** | 9 (under review) |