

# Manitoba Government

## Job Opportunities

### **Bilingual Industrial, Commercial and Investment Assessment Officer**

**Regular/Full-Time**

**Manitoba Municipal and Northern Relations**

**Property Assessment Services, Municipal Assessment and Advisory Services**

**Selkirk, Manitoba**

**Advertisement Number: 42543**

**Salary Range: \$73,477.00 - \$94,603.00 per year**

**Closing Date: May 7, 2024**

*The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*

*Employment Equity is a factor in selection for this competition. Consideration will be given to women, Indigenous people, visible minorities, and persons with disabilities.*

*Candidates who do not meet all essential criteria may be considered on an underfill basis at a commensurate rate of pay.*

*An eligibility list may be created for similar positions and may remain in effect until exhausted. This competition may be used to appoint successful candidate(s) to current and future regular, term or acting status appointments in various locations subject to staffing approval.*

The department of Municipal and Northern Relations is looking for a qualified and highly motivated individual to fill the position of Bilingual ICI Assessment Officer focusing on industrial, commercial and investment (ICI) properties in Selkirk within the Property Assessment Services Branch under the Municipal Assessment and Advisory Services Division. This is an advanced level position in the field of property assessment and requires extensive knowledge and experience on property assessment best practices, policies, legislation, and mass appraisal.

The Department of Municipal and Northern Relations works with municipal partners to build strong and

healthy communities. This includes building municipal capacity, supporting and improving delivery of property assessment services to all stakeholders, and strengthening collaboration and shared solutions with municipalities.

The Manitoba Government has a comprehensive benefit package which includes extended health care, health spending account, dental care, vision care, long term disability insurance, group life insurance, maternity/paternity leave, family related leave, and a defined pension plan (some pension plans allow for portability between the Civil Service Superannuation Board and employers). The Department may provide support for any additional certifications and training required for this position.

To be considered for this competition you must submit an application form and your resume. Complete the application form at the link below or contact Human Resource Services at the number or email provided under the "Apply Now" section to request the application form. The selection board will rely only on information provided in this form to determine whether a candidate will be invited for further assessment

[Click here to access the application form.](#)

[https://www.gov.mb.ca/govjobs/doc/Screening\\_Application\\_Form/application\\_form\\_for\\_screening\\_42543.docx](https://www.gov.mb.ca/govjobs/doc/Screening_Application_Form/application_form_for_screening_42543.docx)

**Conditions of Employment:**

- Must be legally entitled to work in Canada.
- Must provide and maintain a satisfactory Criminal Record Check
- Must be able to work overtime as required.
- Must be able to travel throughout the assessment district and within Manitoba.
- Must have a valid full class 5 Manitoba Driver's License

**Qualifications:**

**Essential:**

- Accreditation as an Assessor by the Association of Assessing Officers of Manitoba (AAOM) or equivalent accrediting body, or completion of post-secondary education program in property assessment or degree/diploma in a related field such as real estate valuation, agriculture, business administration/finance, and or municipal government. Other equivalent combinations of related education, training and extensive experience may be considered.
- Significant experience conducting inspections and assessments of highly complex properties for taxation purposes.
- Considerable experience presenting and defending assessment decisions before a quasi-judicial body or tribunal.
- Solid knowledge of all acts, laws and regulations pertaining to valuation and property assessment in Manitoba.
- Ability to analyze and quantify all market factors affecting property assessment.
- Ability to continuously improve and adapt job tasks and processes in response to organizational priorities.
- Exceptional interpersonal skills to establish and maintain relationships with staff and clients, as well as internal and external stakeholders.

- Excellent verbal communication skills to communicate simple to complex information and to conduct presentations to various audiences in French and English.
- Excellent written communication skills to communicate simple and complex information to various audiences in French and English.
- Excellent organizational and time management skills for prioritizing competing and multiple demands in a fast-paced environment.
- Ability to make sound and logical decisions on complex issues in relation to property assessments.
- Extensive knowledge of computer systems in support of assessment functions.

**Duties:**

Under the direction of the District Supervisor and guidance of senior staff, the Bilingual ICI Assessment Officer conducts inspections of highly complex and often contentious industrial, commercial and investment (ICI) properties; determines appropriate approaches to property valuation; assigns assessed value(s); classifies properties; and calculates taxation liability within strict legislated guidelines. The incumbent will also respond to various information requests from ratepayers within district boundaries. The Bilingual ICI Assessment Officer will communicate assessment information to the public, municipal council and staff and defend assessments at Boards of Revision and Municipal Board hearings. The incumbent will make critical decisions with minimal supervision on a day-to-day basis and where collaboration with fellow staff is crucial. The Bilingual ICI Assessment Officer will also train and mentor the new and existing staff, and undertake supervisory duties as required.

**APPLY TO:**

**Advertisement No. 42543**

**Talent Acquisition**

**Human Resource Services**

**600-259 Portage Avenue**

**Winnipeg, MB. R3B 2A9**

**Phone: 204-945-7518**

**Fax: 204-945-0601**

**Email: [govjobs@gov.mb.ca](mailto:govjobs@gov.mb.ca)**

*Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.*

*When applying to this position, please indicate the **advertisement number** and **position title** in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.*

*Please be advised that job competitions may be grieved by internal represented applicants. Should a selection grievance be filed, information from the competition file will be provided to the grievor's representative. Personal information irrelevant to the grievance and other information protected under legislation will be redacted.*

*We thank all who apply and advise that only those selected for further consideration will be contacted.*

