



City Assessor

Reporting to the Director of Financial Services, the City Assessor contributes to the overall financial goals of the organization through a depth of understanding and knowledge of all aspects of property assessment and taxation, as well as the vital role this plays in the overall operation of the City of Swift Current.

This position is responsible and accountable for effectively and efficiently applying assessment principles through fair and equitable valuation of residential and commercial properties within the municipal boundary.

- Leads, manages and cultivates a strong assessment services team that is proactive and responsive to all internal and external customers.
- Leads the development and maintenance of systems and processes to provide sound information to the Senior Management Team.
- Ensures compliance with legislated rules, principles, and procedures within the timeframes designated by legislation and by the provincial agency responsible.
- Acts as a change leader for effective and efficient assessment operations, supporting the development and implementation of change initiatives including new and/or improved assessment systems and standards to respond to external requirements.
- Contributes to the development and maintenance of clear, well-defined policies, practices and procedures that support the strategic and operational plans of the City.
- Develops and monitors the annual operating budget for Assessment Services, providing accurate forecasts, as necessary.
- Manages major assessment projects, including but not limited to, inspections of all new properties and maintenance of existing properties.
- Coordinates the engagements of external representatives and consultants assigned to work on assessment matters for the City of Swift Current.
- Prepares written and oral responses to enquiries of City Council, senior administration and the public.
- Represents the City, via membership on relevant provincial committees, and ensures that input regarding legislated assessment changes and/or related issues is provided, received and delivered.
- Develops and maintains effective relationships with internal and external stakeholders, including the Saskatchewan Assessment Management Agency, relevant Provincial Ministries, and members of the community.
- Ensures that Assessment Office software remains updated with legislative valuation policies and principles.

Qualifications

Education, Designations and Certifications

- Degree in urban land economics, business administration or related discipline.
- Licenced Accredited Assessment Appraiser of Saskatchewan (LAAS) or Municipal Assessment Appraiser of Saskatchewan (MAAS) designation.
- Certified Assessment Evaluator (CAE) designation or Accredited Appraiser Canadian Institute (AACI) designation would be an asset.

Experience

- Five (5) to seven (7) years of progressively responsible experience in the municipal assessment or appraisal field.
- Management or supervisory experience.
- Experience leading and executing change management processes and projects.

Knowledge

- Thorough knowledge and understanding of municipal, provincial and federal legislation and regulations as it relates to property assessments.
- Thorough knowledge of the principles of appraisal and mass appraisal theory, valuation methodologies and techniques.
- Knowledge of case law as it relates to property valuation and assessment.
- Demonstrated knowledge of quadrennial revaluation processes and requirements.
- Knowledge and understanding of internal controls, policies, and procedures to safeguard information and ensure compliance with regulatory requirements.
- Knowledge of core assessment functions, as well as municipal taxation functions.

Skills

- Ability to plan, direct, coordinate, monitor, and evaluate staff and their work assignments.
- Ability to communicate effectively in written and oral form, including the preparation and presentation of reports.
- Ability to coordinate, collect, and analyze data to identify opportunities and make recommendations.
- Exceptional interpersonal skills to establish and maintain working relationships with staff, other external agencies and the public.
- Proficient computer application skills, specifically with Microsoft 365, Assessment Office, Statistical Package for the Social Sciences (SPSS), and other related software.
- Flexible and able to manage workload, set priorities, and meet required deadlines, while contending with conflicting demands.

Attributes

- Strategic thinker, able to see the bigger picture and act appropriately to produce measurable result.
- A trusted and ethical leader with respect for all viewpoints, with the ability to motivate others, and articulate clear direction.
- Ability to treat all sensitive information in a confidential manner.
- Ability to act with professionalism and remain calm in stressful situations.

This is a permanent, full-time, out-of-scope position with a salary range of \$3,762.91 to \$4,578.15 bi-weekly. The City of Swift Current also offers a full employee benefit package and pension plan.

To apply, please submit a cover letter and resume, along with three working references, no later than 11:59 p.m. on Monday, May 19, 2025 to:

Human Resources
City of Swift Current
P.O. Box 340
Swift Current, SK
S9H 3W1
Email: recruitment@swiftcurrent.ca

We wish to thank all candidates who apply, however only those selected for interviews will be contacted.