

## **Managers, CIPA (24099)**

### **Job Information**

Job Title: Managers, Centralized Industrial Property Assessment

Job Requisition ID: 24099

Ministry: Municipal Affairs

Location: Edmonton

Full or Part-Time: Full Time

Hours of Work: 36.25 hours per week

Regular/Temporary: Permanent

Closing Date: April 15, 2022

Classification: Management Manager Zone 2

The Government of Alberta, Municipal Affairs, Municipal Assessment and Grants Division is currently looking for Managers, Centralized Industrial Property Assessment (CIPA) to join their team. Reporting to the Director of Centralized Industrial Property Assessment Unit (CIPA), the Manager, Major Plants and the Manager, Industrial sites will oversee and manage the annual process for the preparation of the designated industrial (DI) property assessments for the “industrial sites”. This will include well sites, gas compressor sites, oil batteries, natural gas plants, satellite stations, etc. The annual property assessments assist in supporting the financial needs of the municipality where they are located as well the Alberta School Foundation Fund (ASFF).

The incumbent is required to be an effective team leader, knowledgeable about the legislation provisions for preparing the assessment of DI properties, a strong communicator, able to build and maintain relationships with the various stakeholders coach others to do the same, a strong contributor to operational directions and strategies for the provincial assessor’s team, a teacher and mentor to new staff joining the unit, an effective strategist, and knowledgeable in defending assessments before the quasi-judicial tribunal. This is a highly responsible position with significant accountability in terms of delivering timely and accurate property assessments.

The main responsibilities of the Manager, Major Plants and the Manager, Industrial Sites are:

- Managing the assessments for DI Property (Industrial Sites)
- Centralized Industrial Property Assessment Complaints
- Identify assessment and administrative business process movements
- Provide leadership and operational direction to a team of professional and contracted delegate assess

The qualifications for the Managers, CIPA are as follows:

Required:

- Professional accreditation (which on minimum takes 4 years to complete) through the Alberta Assessors’ Association (Accredited Municipal Assessor of Alberta (AMAA)), the Appraisal Institute of Canada (Accredited Appraiser Canadian Institute (AACI)), or the International Association of Assessing Officers (Certified Assessment Evaluator (CAE)) supplemented with at least 5 years of progressively responsible experience
- Acceptable equivalent with a degree and diploma will be considered
- Strong knowledge of the Alberta assessment and taxation process
- Experience with property assessment services and supports

Desired:

- Ability to develop and define strategic initiatives and successfully implement within multi-disciplinary teams
- Competency with public presentations and ability to tailor presentations to effectively communicate to a diverse stakeholder group
- Demonstrated research skills and knowledge of quantitative analysis.
- Excellent verbal and written communication skills.
- Demonstrated leadership and supervisory skills.

Equivalencies will be considered.