

EMPLOYMENT OPPORTUNITY NOTICE EO14-260

THE CITY OF GREATER SUDBURY

requires a

PROPERTY ASSESSMENT REPRESENTATIVE REPORTING LOCATION: TOM DAVIES SQUARE

**PERMANENT POSITION
70 HOURS BI-WEEKLY**

START DATE TO FOLLOW SELECTION PROCESS

The Tax Division, Finance Department of the City of Greater Sudbury, requires a Property Assessment Representative. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$33.51 to \$41.15 per hour (subject to review).

QUALIFICATIONS:

- University Degree in a related discipline (e.g. Economics or Business Administration).
- Certification in the Institute of Municipal Assessors (IMA) or Appraisal Institute of Canada (AIC) or working toward either designation.
- Post secondary courses in real estate and property assessment an asset.
- Over five (5) years up to and including seven (7) years of property assessment/taxation related experience primarily in the commercial and industrial tax classes.
- Knowledge of applicable legislation (Municipal Act, Assessment Act) and related tax legislation and regulations.
- Knowledge of appraisal theory/principles, statutes, case law and systems involved in assessment required.
- Knowledge of Provincial Property Tax Policy and impact of same on property appeals.
- Knowledge of local real estate market and factors affecting values.
- Demonstrate and prove ability related to microcomputer software applications and administrative systems (i.e. word processing, computerized spreadsheet applications, information input and retrieval, etc.).
- Demonstrate time management and organizational skills.
- Demonstrate work flow management ability.
- Proven negotiation skills with the ability to negotiate complex and controversial issues related to property assessment and taxes.
- Excellent presentation, interpersonal and communication skills.
- Satisfactory health, attendance and former employment history.
- Excellent use of English; verbally and in writing.
- French verbal skills considered an asset.
- Physical capability to operate a vehicle safely, possession of a valid driver's licence and an acceptable driving record, will be considered an asset.

**EMPLOYMENT OPPORTUNITY EO14-260
PROPERTY ASSESSMENT REPRESENTATIVE
(PERMANENT POSITION)**

DUTIES: UNDER THE GENERAL SUPERVISION OF THE MANAGER OF TAXATION:

1. Select, draft, complete and revise documents on behalf of CGS that reflect CGS's interests, for the use in proceedings before the Assessment Review Board.
2. Negotiate settlement in the interests of CGS with Municipal Property Assessment Corporation (MPAC), rate payers, lawyers and tax agents in property assessment issues arising from appeals.
3. Review rate payer's assessment complaints to determine value and taxes at risk; research and gather documentation on properties under appeal and provide recommendations to the Manager of Taxation.
4. Review issued building permits to ensure MPAC properly tracks additions and adjustments to the tax roll.
5. Review requests for consideration from MPAC and recommend acceptance or other action to resolve the issue.
6. Monitor year-end changes for improvements and adjustments and advise of new assessment growth through the supplementary/omitted assessment files. Review major changes in assessment on large properties and recommend action to be taken.
7. Liaise with Building Services, Legal and with external contacts such as lawyers, tax agents, appraisers and Municipal Property Assessment Corporation (MPAC).
8. Initiate and complete all Statement of Issues related to Assessment Review Board procedures.
9. Represent CGS at Assessment Review Board hearings and respond to Statement of Issues.
10. Prepare reports for senior Finance staff to document affects of action/recommendations relating to assessment appeals.
11. Review the Payment in Lieu of tax listing to identify errors or anomalies and report on impact of these.
12. Investigate Commercial and Industrial Vacancy Rebate, Section 357/358 and Charity Rebate Applications to ensure accuracy and provide supporting documentation to accept or reject application.
13. Monitor registrations of subdivisions to ensure inclusion on returned assessment roll.
14. Monitor and report on the impact of changes in the Assessment Act, Municipal Act, Federal and Provincial legislations, policies or grants which may impact municipalities.
15. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
16. Perform other related duties as required.

Qualified candidates should submit their résumé in confidence by **FRIDAY, AUGUST 22ND, 2014 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: hrjobs@greatersudbury.ca**. Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO14-260**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.