

Job Title: Assessment Valuations Manager

Position: Assessment Valuations Manager

Division: Corporate Financial Services
Department: Corporate Revenue
Term: 1 Permanent Full Time position available.
Closing Date: 04/03/2025
Labour Group: ESA
Posting: 4192

Join Our Team!

The Corporate Revenue department is looking for an Assessment Valuations Manager.

The Work You Will Be Involved In:

This position is responsible and accountable for effectively and efficiently leading the commercial and residential valuation function of the Assessment Section. The incumbent manages all aspects of valuation including roll maintenance and exemptions through interpreting applicable statutes, assessment manuals and valuation best practices to create equitable assessments.

- Manages the activities of the Assessment Valuation function and ensures its alignment with corporate goals, guiding principles, and management commitments.
- Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies, and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
- Manages major assessment initiatives, including assessment growth through inspections of new property and maintenance of existing property through recheck, sales review, permit follow up ,etc.
- Ensures exemption and tax status of all properties meet legislated requirements.
- Maintains and applies current knowledge of all legislation relating to property assessment, and ensures all policies, procedures and internal systems are in compliance with relevant legislation.
- 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 Agencies, and members of the community.
- Prepares written and oral responses to enquiries of City Council, Committees of Council, senior administration, and the public.
- Assists in the development of annual strategic business plans.
- Assists in the preparation and defence of the assessment values at the Board of Revision.
- Acts as City Assessor, as required.
- Performs other related duties as assigned.

Who We Are Looking For:

Core Competencies:

- **Assessment Growth & Maintenance:** Experienced in managing major assessment initiatives, including property inspections for new developments and the maintenance of existing properties. Strong ability to oversee rechecks, sales reviews, and permit follow-ups to ensure up-to-date and accurate property assessments.
- **Valuation & Assessment Management:** Expert in overseeing the commercial and residential valuation function within the Assessment Section, ensuring equitable property assessments. Proficient in managing all aspects of roll maintenance, exemptions, and property assessments through a thorough understanding of applicable statutes, assessment manuals, and valuation best practices.
- **Strategic Planning & Reporting:** Proficient in assisting with the development of annual strategic business plans and preparing written and oral responses to inquiries from City Council, senior administration, and the public. Capable of presenting complex technical assessments clearly to ensure informed decision-making.
- **Stakeholder Engagement & Representation:** Adept at building and maintaining effective relationships with internal and external stakeholders, including the Saskatchewan Assessment Management Agency, provincial ministries, and community members. Skilled in representing the City on relevant provincial committees, ensuring input on legislative assessment changes is provided and received.

What We Are Looking For:

- Degree in urban land economics, business administration or a related discipline.
- Membership and License (LAAS) through the Saskatchewan Assessment Appraisers Association.
- Seven to nine years' progressively responsible experience in the municipal assessment or appraisal field, including effective managerial and/or supervisory experience.
- Thorough knowledge of Municipal, Provincial and Federal legislation and regulations pertaining to assessments, including relevant case law.
- Thorough knowledge of the principles of appraisal and mass appraisal theory, assessment valuation methodologies and mass appraisal techniques.
- Demonstrated ability to plan, direct, coordinate, monitor and evaluate the work of assigned staff.
- Demonstrated ability to communicate effectively orally and in writing, including the ability to prepare and present complex technical reports.
- Demonstrated ability to coordinate and analyse data to identify current and future opportunities and develop recommendations to address them.
- Demonstrated effective interpersonal skills to establish and maintain effective working relationships with civic staff, civic officials, representative of other agencies and the public.

Click here to apply with us:

If you are interested in the Assessment Valuations Manager position, but don't have all these qualifications - apply anyway. All applicants will be considered with an emphasis on relevant experience, education, and applicable skills.

Weekly Hours: 40

Salary Range: \$111,094.08 to \$130,535.28 CAD **per annum** (2025 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) "the good life", for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.

While we appreciate all applications we receive, only candidates under consideration will be contacted.

Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions > Welcome to the City