Government of Alberta

NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN

Working Title	Name
Assessor	Vacant

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
Multiple Positions		MAG/ASB/CIPA (44170101)	Municipal Affairs

Present Class	Requested Class
Program Service 4	

Dept ID	Program Code	Project Code (if applicable)

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide **Pages 7-8**).

This position is responsible for the preparation of complex designated industrial (DI) property assessment on behalf of the Provincial Assessor for the Province of Alberta. Recent changes to the *Municipal Government Act (MGA)* have expanded the assessment function of the Assessment Services Branch (ASB) with the creation of a new property class called designated industrial (DI) property under the authority of the provincial assessor (PA). The position is required to handle/interpret DI property data/information in preparation of the assessment and act as the subject matter expert in defending the information to the Land and Property Rights Tribunal (LPRT). The expectation of this position is to act independently and to work as part of an interdisciplinary and knowledgeable team of experts. The areas of expertise include the various disciplines of assessing DI property which includes linear property, machinery and equipment at field sites, and non-residential buildings and structures. This position is responsible for providing expert opinion of the assessment practice and assessment of DI property, as well as the applicable legislation and regulations that are used. This is a senior advisor position that provides training, guidance, mentoring and advice to the advisor positions within the department and branch.

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RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide **Pages 9-10**).

1. Provide guidance and coordination in the preparation and production of the DI property assessment:
   a. Work with the team lead for annual planning of the assessment function by having regard for all resources.
   b. Be adept at using computer assisted mass appraisal (CAMA) systems.
   c. Conduct field inspections as required for the property inventory.
   d. Provide guidance and advice on DI property issues to ensure compliance with the requirements of assessment business operations as required by government policy, the *MGA*, and regulations;
   e. Assist in coordinating and conducting research for processes and procedures necessary in the preparation of the designated industrial assessment. This involves contact with assessment professionals and industry stakeholders.
   f. Assist in development and review of the annual request for information (RFI) to collect updates to the property.
   g. Communicate and develop a working relationship with property owners and their representative.
   h. Coordinate with quality assurance staff to support the DI property assessment process by verifying the assessments calculated and reported by the system are accurate.
   i. Provide coordination and assistance in the preparation of complex data analysis for the preparation of the DI property assessments.

2. To provide expert assessment advice on inventory being valued; and ensuring the processes and procedures described in the *MGA* and its regulations are followed by unit staff in the valuation of DI property assessments.
   a. Understanding how the inventory works in the field and the components of the improvement (i.e. well site equipment or facilities) so as an expert you know which model the inventory will use as per the legislation.
   b. Understand the records of the external data sources and being able to convey how the DI property assessment inventory will move through the valuation models.
   c. Interpret and explain the relevant legislation as it relates to property assessment and for all DI property.

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3. To assist in defending the assessments before the Land and Property Rights Tribunal (LPRT) ;
   a. Coordinate responses to assessment inquiries from stakeholders and complaints to the LPRT.
   b. Work as part of a team defending the assessment complaints before the LPRT for DI properties on behalf of the provincial assessor (PA). This may entail being an expert witness at a quasi-judicial hearing.

4. Provide guidance and advice to staff and stakeholders on the application and interpretation of DI property inventory, valuation and other external data interfaces (i.e. AER).
   a. Provide impact analyses for proposed or accepted changes to guidelines and regulations.
   b. Advise assessment stakeholders on DI property assessment and tax policy.
   c. Prepare DI property business, impact, and analysis reports required to support the DI assessment function.
   d. Liaison with all stakeholders in the province, including senior government officials, to inform them on the DI property assessment process. Being proactive is required as there are constant changes in technology, government policy and demands from the public.

5. Support the PA's office by ensuring that information given to assessment stakeholders relating to DI property assessments is consistent, appropriate and in conformance with the *MGA* and related regulations.
   a. Use diplomacy and tact with company staff, company representatives, municipal assessors and elected or senior municipal officials while undertaking any part of the DI property assessment process.
   b. Prepare and present presentations to stakeholders about the DI property assessment procedures, processes and annual changes.
   c. Work with a team in the preparation and delivery of education and information seminars on the assessment and taxation of DI property assessment to stakeholders as required by the Branch.
   d. Explain the scope and process of the DI assessment function to municipal assessors.
   e. Attend and participate in unit and branch meetings and committees as required.
   f. Respond to action requests (AR) as required. This can involve drafting memorandums, letters, briefing notes and reports relating to the appropriate application of DI property assessments.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide **Pages 11-12**).

In province of Alberta, the provincial assessor's office is responsible for the preparation and dissemination of assessments of DI property. This position is responsible for ensuring that industrial DI property inventory is compiled into the system, verifying that the assessments produced by the system are accurate, and producing assessment notices, detailed reports, and provincial assessment roll for municipal officials and assessed persons within the legislated time frames. This position involves advising management concerning technical matters that have the potential to be appealed by stakeholders.

This position is responsible for coordinating the DI property inventory and the workload between advisors from the Linear Assessment & Data Management and the Centralized Industrial Property Assessment Unit in the PA's authority. This position must also coordinate the verification to ensure the property assessment calculated is complete and accurate as per the legislation within the legislated periods.

This position will support the defense of the property assessment before the LPRT by working with legal counsel, other industry experts, colleagues and other assessment professionals. There may also be the need to draft and present a witness report before the LPRT. This report will cover everything from a detail reporting of the assessment function carried out on behalf of the PA, to a description of information from the external data sources, how the inventory data moves through the legislated model, and the coordinators interpretation of the legislation used to prepare the assessment under complaint.

The position performs research and recommends changes to the procedures for the assessment of the DI property. The position involves personal contact with assessment professionals, DI property taxpayers, senior and elected municipal officials. Produces analytical reports for government officials and stakeholders and provides recommendations based on the findings of the research and expertise.

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The position provides both written and oral advice to assist assessors and technical support staff in completing DI property assessments in a consistent manner.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide **Pages 12-14**).

- Post-secondary degree or diploma in real property appraisal and assessment or in a related field to identification and evaluation of designated industrial property.
- A minimum of five years of experience in the preparation, delivery and defence of industrial property assessments using the accepted approaches to value property and appropriate mass appraisal techniques.
- Subject Matter Expert on oil and gas field equipment and facilities, or other heavy industrial equipment
- In depth knowledge of reading and interpreting process and instrumentation drawings for the determination of DI property assessments.
- Comprehensive working knowledge of the *Municipal Government Act* and related legislations
- Analytic and logical reasoning skills
- Knowledge about the administration of a municipality
- Strong awareness of provincial policies and legal precedents
- Excellent verbal and written communications. Communication of complex and technical information to a wide variety of stakeholders.
- Ability to work effectively with different levels of government and a diverse group of clients, including elected officials and taxpayers.
- Project Coordination skills for the purpose of:
  - Issuing of assessment notices
  - Data and inventory verification on pipe, well and gas distribution property
  - Subject Matter Expert in working groups for the purpose of updating legislation
- Assist and provide advice:
  - Minister's Guidelines and other assessment regulations
  - To proposed legislation and/or regulatory change
  - On the *Municipal Government Act* and related regulations to internal and external stakeholders
  - On valuation procedures for DI property to internal and external stakeholders
  - On assessment and tax policy to internal and external stakeholders
  - The provincial assessor's office.
- Excellent analytical (math) or accounting skills.
- Excellent computer skills specifically
  - Computer assisted mass appraisal (CAMA) assessment systems
  - ACCESS application for impact analysis
  - Transferring data electronically to clients
  - MSOffice, specifically Excel and PowerPoint
  - GIS
  - AER data
- Excellent written communications.
- Skills associated with assessment/valuation of DI properties
- Excellent public presentation and speaking skills

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide **Pages 14-15**).

Minister/other Ministers/MLAs

- Directives are carried out, expert technical information and advice are provided, recommendations are made, and alternative policy options are provided.

Assessed Persons

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide **Pages 14-15**).

- individual property owners and or their business representatives
- tax agents

Municipal Industry Stakeholder groups including:

- Alberta Urban Municipalities Association (AUMA),
- Alberta Association of Municipal Districts and Counties (AAMDC),
- Alberta Assessors' Association (AAA),
- Canadian Property Tax Association (CPTA),
- Canadian Association of Petroleum Producers (CAPP)

Elected Municipal Officials

- Present findings and recommendations of an audit as required.
- Provide expert advice and respond to queries.

Chief Administrative Officer of Municipality

- Review and evaluate practices and procedures used in the management of the local assessment function.
- Present findings and recommendations of an audit as required.
- Provide expert advice and respond to queries.

Municipal Assessor

- Review and evaluate practices and procedures used in the preparation of a municipality's assessment.
- Present findings and recommendations of an audit as required.
- Provide expert advice and respond to queries.

Executive Management

- Directives are carried out, expert technical information and advice provided, recommendations are made, issues of significance are identified and solutions are provided to resolve issues.
- Initiatives are implemented to achieve business plan and operational plan goals, targets are met, and departmental and divisional human resource strategies are promoted.

Assessment Services Branch Senior Management Team

- Information and advice are provided, and consultations are carried out on business plan, operational plan, and resource and administrative issues.
- Appropriate support is provided and solutions are provided to resolve issues.

Other operational branches in the department

- Expert technical advice on assessment matters and feedback regarding proposed amendments to the legislation or regulations are provided to the Legislative Projects unit, Municipal Services Branch.
- Information and advice are provided, and consultations are carried out on departmental and divisional issues.

Legal Services (Internal and Outside Counsel)

- Consultations are carried out on issues requiring legal input or interpretation.

Other Valuation Professionals (e.g., Appraisers, Real Estate Agents, Property Agents, etc.)

- Information related to property value, real estate transactions and valuation trends are monitored.

External agencies and boards

- These entities have regulations and approval processes for the development, construction and operations of the DI property inventory. As such they collect necessary data that is available and used by the provincial assessor to determine the assessment.
- Such entities include: National Energy Board (NEB), Alberta Utilities Commission (AUC) and the Alberta Energy Regulator (AER).

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide **Page 15**)

Position does not have any supervisory responsibilities.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide **Pages 15-16**).

The previous job description has not been updated in a number of years. The responsibilities and activities outlined require expert knowledge and experience. The expectation of this position is that the individual work independently and provide guidance to the junior staff. The position has evolved to be a main resource for technical and legislative expertise