

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Advisor – Assessment & Property Tax Policy	Name
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Position Number	Reports to Position No., Class & Level Manager, Assessment Program Delivery	Division, Branch/Unit Municipal Assessment and Grants, Assessment & Property Tax Policy	Ministry Municipal Affairs
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Present Class PS4	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**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](#)).

Reporting to the Manager of Assessment Program Delivery, this position delivers specialized policy advice to assessment and property tax stakeholders and contributes to the development and production of manuals, handbooks, guides, Minister’s Guidelines, regulations and legislation; and the production of training initiatives and communication documents. In addition, this position provides support to other Divisions of Municipal Affairs on policy initiatives involving assessment and property tax policy.

This position researches and provides advice on property assessment and taxation programs and policies. Property assessments are used by all municipalities in Alberta and by the Alberta government to calculate municipal property taxes and education taxes. This position is responsible for researching property assessment and tax policies in other jurisdictions, reviewing recent tribunal and court decisions, and providing related support and information to municipalities.

This position develops, interprets, and implements the strategic directions for the Branch through evaluation of emerging issues and the subsequent development of strategic policies. This position undertakes various short and long-term assignments that help to inform current policies and future direction by consulting with affected stakeholders including other departments and other levels of government. This position provides advice and educational materials on issues that impact Alberta municipalities and their residents.

Many of the assessment and property issues are highly sensitive and complex. The outcomes supported by the Advisor contribute to the strategic direction of the Division, Ministry, and Government of Alberta by informing the development of priorities, policies, corporate goals and business initiatives.

**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](#)).

Works to ensure that correct, current and effective property assessment and tax legislation, regulations, advice and guidance are in place for property assessment and taxation policies and standards. This includes working with professional staff and consultants by

- Analyzing complex assessment and tax data specific to impacted municipalities to understand trends and provide advice.
- Developing models that reflect the impacts of proposed changes on the property assessment and taxes of impacted property owners and municipalities.
- Reviewing in consultation with other units in the branch, legislation, regulations, existing policies and standards, guidelines, manuals and assessment models for accuracy, currency and effectiveness. These include recent court decisions and materials provided by assessors, municipalities, industry representatives, property owners and other stakeholders.

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- Monitoring, identifying, researching and analyzing trends and a wide variety of information to determine emerging issues, to prepare briefings and policy documents that clearly articulate activities or trends, to clearly identify related issues and implications, and to recommend options for actions and responses.
- Developing and implementing plans for stakeholder engagement. This includes working with municipalities and property owners to review the proposed policies and the impacts of the proposed policies.
- Receiving, analyzing, and summarizing feedback from municipalities and property owners; working with municipalities and property owners to achieve consensus where possible.

Forwards to Executive Management and the Minister in a timely manner the recommendations developed by the team in consultation with engineers, municipalities, property owners, other stakeholders and branch staff. This includes

- Developing recommendations for approval by the Minister.
- Developing stakeholder engagement and communications plans.
- Preparing briefing notes, letters and other documents.
- Calculating or projecting the impact of the proposed policy to stakeholders.

Coordinating the provision of information and advice by team members on property assessment and taxes in impacted municipalities and related legislation, regulation, guidelines and manuals to internal and external stakeholders when required. This includes drafting or editing reports, briefing notes, and correspondence for and responses to action requests from the Minister, Deputy Minister and Assistant Deputy Minister.

**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](#)).

The results of this position's duties have an impact on other individuals in the ministry, branch, and municipalities in the province. Tasks undertaken and products created by this position are used by Alberta municipalities in the valuation of property for municipal assessment and tax purposes, and the Provincial Assessor in the preparation of designated industrial property assessments. Specifically, the advisor

- Communicates with the public, assessment professionals, local municipal officials (both administrative and elected) and provincial elected officials and their staff.
- Researches, analyzes, and reports on assessment and property tax issues, as assigned by the managers and/or Director.
- Provides correct and consistent advice to assessment professionals and municipal administrators to help ensure province-wide consistency in application and interpretation of assessment methodology.
- Ensures all information and advice given to assessment stakeholders is consistent, appropriate and conforms to government policy, the Municipal Government Act and related regulations.
- Undertake cross-ministry consultation as required to ensure alignment with government priorities and initiatives.

There is opportunity for independent action in most aspects of the work. The position is required to participate and make recommendations on various aspects of legislative, regulatory and policy reviews. The advisor is expected to anticipate issues and develop positions. The advisor is involved in issues of a sensitive nature and consults with municipal and industry stakeholders.

This position is required to develop an understanding of the issues associated with property assessment and the stakeholder groups such as: the Alberta Assessor's Association(AAA), Canadian Property Tax Association (CPTA), Canadian Federation of Independent Business, the Rural Municipalities' Association (RMA), Alberta Municipalities (ABMunis), the Canadian Association of Petroleum Producers (CAPP), and various other industry associations.

**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](#)).

- Strong knowledge of the assessment and taxation process in Alberta.
- Strong knowledge of the *Municipal Government Act* and its regulations.

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- Strong knowledge of the Government of Alberta's legislative and regulatory policy development and approval processes.
- Strong knowledge of municipal operations, particularly in the area of assessment and taxation.
- Related post-secondary education and progressively related experience in property assessment, public policy or law.
- Good interpersonal skills with the ability to build relationships with internal and external stakeholders.
- Good organizational and time management skills.
- Knowledge of research and information management skills.
- Demonstrated ability to research and analyze issues critically when preparing briefing material, and to perform necessary research.
- Strong verbal and written communication skills. Comfortable in providing concise briefings/presentations to senior management and stakeholder groups.
- Strong ability to define issues, quickly assimilate data and reorganize into relevant information and reports.
- Strong ability to work independently and collaboratively, cooperatively and productively with others to achieve desired results.
- Ability to analyze and interpret complex public policy issues.
- Ability to work with statistical software (e.g. SAS) to calculate the impact of policy changes for stakeholders.
- Ability to effectively lead, facilitate and coordinate work groups.

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

Contact with the following groups to research issues, conduct analysis, develop recommendations and communicate results:

- Stakeholder associations.
- Consultants hired by the department to draft procedures for property assessment.
- Legal counsel regarding issues and interpretation of legislation and regulation.
- Legislative Counsel,
- Regulatory Review staff,
- Assessment professionals in other jurisdictions across North America.
- Municipal Affairs staff including the ADM and Provincial Assessor.
- Alberta government departments.
- Assessment jurisdictions outside of Alberta.

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

This position has no direct reports; however, there is opportunity for the incumbent to supervise/mentor other staff and consultants where appropriate.

**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](#)).

N/A

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

***This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.***

**Signatures**

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide **Page 16**)

**Incumbent**

\_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

**Manager**

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Division Director/ADM**

\_\_\_\_\_  
Name \_\_\_\_\_ Signature *ray* \_\_\_\_\_ Date \_\_\_\_\_