



Town of High River  
Invites applications for a  
**Permanent, Full-time  
Property Assessor**

At the Town of High River, people come first. We are looking for a *Property Assessor* to join our organization and contribute to our culture focused on accountability, excellence, and connection. This is an opportunity to enjoy working and living in a community with a small town lifestyle with convenient access to larger centers. High River is a vibrant and thriving community that offers an inclusive social environment and locally-owned dynamic businesses.

### **The Community**

High River provides the warmth and familiarity of a small town, featuring countless outdoor trails and parks that await your next adventure. Our downtown offers a variety of unique stores and businesses who take pride in fostering connection in our community. High River is a people-first community where families put down roots for generations. Nestled within Foothills County with the Rocky Mountains framing the view to your west, our community of 14,000 is rooted in people and promotes an environment to help you build lasting relationships.

### **The Organization**

Through the dedication and passion of our 150 employees, we deliver important services to the community. Our purpose, or why we do what we do, is because we want to make a difference in our community now and for generations to come (our 'why'). To achieve this, we inspire and respect one another, we can be counted on, we are better together, and we dare to be different (our 'how').

We've embarked on a workplace culture journey that has enhanced our commitment to people; both our employees and the community we serve. We have identified three pillars to achieve our workplace culture: **Accountable**, **Connected** and **Excellence** (ACE).

### **The Role**

Reporting to the Supervisor of Assessment, the Property Assessor is part of a team that is responsible for assisting in the determination of the market value assessment of all types of properties for municipal taxation by the Municipality, and education taxation by the Provincial Government, in accordance with the Municipal Government Act, Ministerial Regulations, bylaws, and related policies.

The Assessor will assist in conducting, coordinating, and completing the annual and supplementary assessments under the direction of the Supervisor of Assessment. The Assessor will also assist in the preparation of reports, presentations, agendas and specialized document processing for Council, committees, and boards. This position will perform site inspections of residential, non-residential, farm and exempt properties to gather and verify assessment data. The Assessor is also responsible for responding to inquiries from the public, ratepayers, and other departments within the County regarding assessment and taxation issues.

The right candidate will have a diploma or degree in Urban Land Economics or Real Estate Appraisal & Assessment or in a related discipline with a minimum of four (4) years related work experience in

assessment or related field. In addition, comprehensive knowledge of Municipal Government Act, Provincial Assessment Legislation, and Local Assessment Policy is required. The candidate must have knowledge and comprehension on mass appraisal and the three approaches to value. The ability to perform field work and inspect all stages of building construction and work in all weather conditions is imperative.

To explore this career opportunity, please visit our website at [www.highriver.ca](http://www.highriver.ca), click on *Careers* and apply through our online application process. ***This competition will remain open until April 3, 2024, with the first review date being March 20, 2024.***

*We thank all applicants; however, only those selected for an interview will be contacted.*