



MANAGER OF ASSESSMENT

COMPETITION#:CC08102026MA

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

THE OPPORTUNITY

Cypress County is seeking an experienced and collaborative Manager of Assessment to lead the County's municipal assessment function. Reporting to the General Manager of Corporate Services, this position combines senior professional assessment expertise with leadership and management accountability, providing supervision and technical direction to the Assessment Technician and Assessors while ensuring the County's assessment practices are accurate, equitable, defensible, timely, and legislatively compliant.

As a designated officer, the Manager oversees the annual assessment cycle and assessment roll, exercises professional judgment on complex assessment matters, and serves as a key technical resource to Administration, Council, property owners, government agencies, and other stakeholders.

KEY RESPONSIBILITIES

The Manager of Assessment leads the day-to-day operation and long-term planning of the Assessment function while remaining actively involved in technical assessment work. Key responsibilities include preparing, reviewing, and defending assessments; coordinating the annual assessment cycle and assessment roll; maintaining accurate assessment and CAMA data; monitoring legislative and industry changes; and representing the County in assessment complaints and appeals.

The Manager also provides leadership, supervision, coaching, and technical direction to Assessment staff; establishes work priorities; manages departmental resources and the Assessment Services budget; and develops effective procedures, practices, and service standards. The position builds strong relationships with property owners, Council, Administration, government agencies, neighbouring municipalities, and assessment professionals and communicates complex or sensitive assessment matters clearly and professionally.

QUALIFICATIONS & REQUIREMENTS

Our ideal candidate has specific qualifications and requirements:

- Professional designation as an AMAA, AACI, or CAE.
- Minimum Certificate in Real Property Assessment from a recognized institution; relevant education may include a DULE or BBRE.
- Minimum six years of assessment experience, including supervisory responsibilities.
- Thorough knowledge of provincial and federal legislation relating to property assessment.
- Strong knowledge of valuation techniques and mass appraisal methods across property classes.
- Demonstrated experience preparing and presenting evidence in assessment complaint or appeal proceedings.

- Strong leadership, communication, decision-making, problem-solving, and relationship-management skills.
- Proficiency with Microsoft Office applications, CAMA systems, CAD, and related assessment technology.
- Valid Class 5 Driver's Licence and satisfactory driver's abstract.
- A management-approved equivalent combination of education and experience may be considered

WORKING CONDITIONS

- Full-time position based on a 40-hour work week, with occasional extended hours to meet deadlines and operational requirements.
- Primarily office-based with extended periods of sitting and computer use.
- Travel throughout Cypress County for property assessments, inspections, and meetings
- Frequent interaction with property owners, businesses, Council, government officials, municipal partners, and assessment professionals.
- Work may involve competing priorities, legislated deadlines, and sensitive or contentious assessment matters.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary and excellent benefits: We offer a competitive salary and excellent benefits package, including enrollment in benefits and the Local Authorities Pension Plan (LAPP) from your first day of employment.
- A 37.5-hour work week.
- 6 Personal Days allocated throughout the year and a Health and Wellness Benefit
- Generous support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Wednesday August 19, 2026 to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject Line Example: Competition **CC08102026MA** – Your First & Last Name

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*

