



Employment

Internal Job Opportunity

POSITION: PROPERTY ANALYST		JOB POSTING #:	
DEPARTMENT:	Engineering	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543517
POSTING STATUS:	Regular Full-Time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	\$26.17 to \$30.76 per hour
		HOURS PER WEEK:	33.75

DUTIES:

Under the direction of the GIS Administrator, the Property Analyst maintains and updates all graphic property related information in the Land Parcels Drawing of Record on a daily basis, using Autocad Map software. The Property Analyst maintains and updates all tabular property information relative to legal description changes, new assessment roll numbers, address ranges, etc. in Amanda and in the database found in the Land Parcels Drawing of Record. Acquires and maintains a record of all property sales; inputs all data that affects the parcel fabric and tabular data in the Corporate databases for all new subdivisions, land severances, consolidations, street and alley closings. Liaises with the Municipal Property Assessment Corporation (MPAC) and the Land Registry Office (LRO) to acquire, inquire about, or advise, regarding changes to the property fabric and descriptions. Assists staff in the Taxation & Legislative Compliance Division of the Finance Department regarding changes to legal descriptions, newly assigned assessment roll numbers and other relevant assessment database changes that affects the Amanda Tax Database. Creates export files for weekly updates to EIS for the Land Parcels, and Assessment Roll Numbers layers. Creates and maintains weekly Land Parcels drawings for corporate CAD users. Creates and maintains a variety of Excel Spreadsheets and Access database files to track changes to the graphic and tabular property information. Develops and maintains procedures and provides updates to the Property Maintenance Procedures Manual. Advises staff in Development, Subdivisions and Engineering, on property related matters. Maintains amiable relations with public and fellow staff. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; assumes other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years post secondary education with a combination of a Community College Diploma as either a Law Clerk or Survey Technician or Geomatic Technician or Real Property Administration or Ontario Ministry of Education equivalencies
- Must have over three (3) years experience in GIS procedures, GEO references, survey practices and procedures.
- Must have proven proficiency in the use of the Microsoft Office Suite of Products including Word, Excel, Access and Powerpoint.
- Must have proficiency in a computerized networked environment.
- Must have experience in reading and interpreting surveys and plans of properties.
- Must have experience in reading and interpreting legal documents that relate to property sales and purchases.
- Must be proficient in the workings of the Land Registry Office and the Municipal Property Assessment Corporation.
- Working knowledge of relevant sections of the Assessment Act and the tax adjustment provisions of the Municipal Act; including the Property Assessment Program, activities and procedures would be considered a definite asset.
- Experience in a municipal setting will be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• at 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer Form and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none">• By Human Resources on June 18, 2010 |



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www.citywindsor.ca