

JOB DESCRIPTION

POSITION:	PROPERTY ANALYST		
DEPARTMENT:	Infrastructure & Geomatics	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543517
HOURS OF WORK:	33.75	GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	Yes		

DUTIES:

Reporting to the GIS Supervisor, this position 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. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus three (3) years of post-secondary education plus a Community College or University as either a Law Clerk, Survey Technician, Geomatic Technician or Real Estate Property Administration or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of 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, plans of properties and 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 will be considered a definite asset;
- Experience in a municipal setting will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.