



**PROPERTY AND TAX ANALYST
CONTRACT POSITION (6 – 8 MONTHS)**

The Township of Chatsworth is seeking to hire an individual to review all property roll files as they pertain to property assessment classifications. The Township has identified properties that do not currently have appropriate assessment classifications assigned (ie. residential v. vacant, or industrial/commercial v. farmland), resulting in a loss of revenue for the municipality. The successful applicant will work closely with Financing, Planning and Building and By-law Enforcement staff as well as regular contact with the Municipal Property Assessment Corporation (MPAC). Contact with property owners may also be required. Sources available are GIS Mapping, Aerial Mapping, MPAC database, property roll files, zoning by-law and taxation data base.

Our ideal candidate will possess a post-secondary Degree or Diploma or/and relevant experience, ability and qualifications in delivering results related to property taxation. Working knowledge of municipal property assessment is key to the success of this project.

Candidate must have own vehicle – mileage is compensated at the Township's mileage rate in effect at the time of use.

Compensation – under review and may be negotiated with candidate.

Please submit your cover letter and resume in confidence by 4:00 p.m. on Friday, March 16, 2018 to:

“Property and Tax Analyst”
Patty Sinnamon, Dipl.M.M.
CAO Clerk
Township of Chatsworth
316837 Highway 6, RR 1
Chatsworth, ON N0H 1G0
psinnamon@chatsworth.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. No telephone calls please. Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The Township of Chatsworth is an equal opportunity employer. Accommodation will be provided in accordance with the Accessibility of Ontarians with Disabilities Act (AODA) upon advance notice of specific accommodation.