

Registrar and Executive Director
Property Assessment Appeal Board
\$87,600.00 - \$114,100.25 annually

Closing Date: Jan. 11, 2019

A high profile leadership role with an administrative tribunal for a dedicated professional.

The Property Assessment Appeal Board is an independent, quasi-judicial administrative tribunal. It is the second level of appeal for property assessments throughout the province. The Board is known as one of the most progressive tribunals in Canada in the application of dispute resolution techniques to resolve the vast majority of appeals. It was the first tribunal in Canada to adopt Online Dispute Resolution and continues to be an innovation leader. The Board is challenged with a high volume of appeals representing approximately \$47 billion in annual property value disputes.

The Registrar/Executive Director reports to the Chair and is the Chief Financial Officer for the Board, responsible for the financial management of a \$1.4 million budget.

The Registrar directs the Board's registry and makes procedural determinations including the dismissal of appeals. The Registrar is responsible for managing all Human Resources and five administrative staff. S/he also negotiates MOUs and manages relationships with partnership organizations, including responsibility for the operational aspects of the Surface Rights Board which is supported by the Property Assessment Appeal Board. The Registrar resolves assessment appeals using alternative dispute resolution and case manages a portfolio of appeals.

The Registrar is accountable for the Board's Information Management Systems, ensuring the Board continues to develop leading-edge technology. In conjunction with the Chair, takes a leadership role in innovation and policy initiatives including managing complex, multi-organization initiatives and Stakeholder relations.

If you are looking for an exciting leadership opportunity with an innovative organization and possess the required qualifications, we look forward to your application.

Apply online by Jan. 11, 2019 via:

<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/56220>