

- Be available and agreeable to commit the required time. All ARB hearings are conducted during business hours; essentially, the position is five full days per week from March to December. Part-time availability is also required between December and March, to provide continuity for Board operations, schedule hearings and to facilitate recruitment of new members.
- The ability to write in plain language, as well as to speak in public and communicate effectively with parties to the complaint.
- Excellent analytical and reasoning skills.
- Demonstrable ability to read, understand and apply: *the Municipal Government Act* and other pertinent Acts, the *Matters Relating to Assessment Complaints Regulation 310/2009 (MRAC)*, and case law.

In accordance with the *MRAC*, section (50) a member of the Assessment Review Board is ineligible if they are:

- City of Calgary employee;
- An assessor; or
- An agent.

ATTRIBUTES AND ABILITIES

- Communicates confidently with impact - able to express thoughts and ideas in a clear, succinct and compelling manner; debate and discuss in both individual and group settings.
- Strong interpersonal and leadership skills with the ability to develop relationships easily and deal effectively with members and a broad range of internal and external stakeholders to achieve results.
- Be innovative and creative in looking for solutions.
- Recognized for a strong track record of astute business judgment and sound business decisions.
- Able to multi-task and excel in a rapidly changing, fast paced and, at times, time sensitive environment.
- Effectively delegates responsibility and authority to Board members. Maintains accountability.
- Acts in a confident and self-aware manner with an impeccable sense of integrity, character and personal values.
- Consistently strives to act in the best interest of an organization and the people it serves.