

Travis Central Appraisal District

<https://traviscad.org/job/assistantdirector>

Assistant Director of Residential

Position Summary

Under the general direction and supervision of the Residential Appraisal Director, directs, manages, supervises, and coordinates the activities and operations of the Residential Appraisal Division. Assists in developing objectives and oversees programs and strategies for continuous improvements in the division, including budgetary, technology, customer service, staff development, and operations. Participates in developing and implementing support programs, processes, policies and procedures to achieve objectives. Responsible for managing Residential managers, team leads, and support staff.

Essential Duties

- Execute the policies, procedures, and strategic directives established by the Director of Residential Appraisal to ensure consistent implementation across the division.
- Implement the reappraisal and action plans of the Residential Director, ensuring department-wide goals and deadlines are met or exceeded for model calibration, property valuation, notice delivery, and appraisal roll certification.
- Translate strategic goals into actionable work plans and coordinate with managers and team leads to ensure timely, high-quality execution of appraisal tasks.
- Supervise the application of accepted appraisal methods for valuing residential property in Travis County and oversee completion of mission-critical activities.
- Oversee staff performance across all levels of the division, including implementing training, setting performance standards, conducting quality control reviews, and managing the performance improvement program.
- Develop and deliver department-wide training on appraisal methods, procedures, and operational best practices.
- Direct the valuation of high-rise and mid-rise condominiums, as well as properties under affordable housing programs.
- Lead the annual consolidation of market analysis across neighborhoods to support valuation accuracy.
- Represent the District in communications with property owners, tax professionals, attorneys, the general public, and on occasion, the media.
- Assist with the preparation and submission of PTAD's Methods and Assistance Program (MAPS) review and Property Value Study (PVS) documentation.
- Ensure compliance with records management protocols, including confidentiality and the Texas Public Information Act.
- Maintain a high level of independence, professionalism, and self-motivation in all assigned duties.

Requirements/Additional Responsibilities

- Must be authorized to work in the US.
- Supervises: Residential Department

Minimum Education and/or Experience

- Must have a college degree from an accredited college or university. Acceptable work experience may be substituted.
- A minimum of five (5) years of relevant management experience or an equivalent combination of education and experience.
- RPA or the ability to earn RPA within 5 years.

Date

July 2025

Hiring organization

Travis Central Appraisal District

Job No.

2025145300

Employment Type

Full-time

Status

Exempt, Pay Grade 18

Department

Residential

Reports To

Director of Residential

Job Location

Austin, TX

Apply

Apply Now

Knowledge, Skills, and Abilities

- Extensive knowledge in mathematics, grammar, and basic clerical skills (40 wpm, 10-key by touch)
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to communicate effectively orally and in writing.
- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments.

Physical Requirements

Must be able to sit or stand for extended periods, walk on all types of terrain, climbing, driving a vehicle, bending, kneeling, reaching and twisting the upper body. Must use hands for data entry much of the workday. Must be able to hear and speak both in person and by phone. Must be able to see and read fine print and lift 40 pounds. This position is subject to stress caused by a changing public environment, organizational diversity, heavy workload, and mandatory deadlines. Moderate stress levels are consistent with occasional significant stress.

Work Environment

An indoor and outdoor setting in all types of weather conditions. Frequent exposure to computer monitors and interfacing with the public. Job is not subject to significant occupational or environmental hazards.

DISCLAIMER

This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice. This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted.