

Travis Central Appraisal District

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

Commercial Director

Position Summary

Under the general direction and supervision of the Deputy Chief of Appraisal, this position manages the commercial appraisal division, ensuring all TCAD policies are followed. In addition, the Director performs complex managerial and appraisal work, directing the activities of professional, technical, and clerical personnel engaged in establishing, defending, and providing information associated with commercial and industrial real property and multi-family commercial properties. The position requires considerable concentration, creativity, and the ability to manage time effectively. It is subject to stress caused by a changing public environment, diversity in the organization, mandatory deadlines, and heavy workloads.

Essential Duties

- Supervise the application of the three generally accepted appraisal methods to estimate the value of all commercial property in Travis County. Responsible for the production of a valid appraisal roll and defense of values.
- Research and employ the most current, efficient & effective mass appraisal techniques to produce a high-quality commercial appraisal roll.
- Supervise the collection of data pertaining to discovery, quality, classify and value complex commercial properties, while recognizing confidential information and safeguarding it.
- Develop and maintain policies and procedures for commercial appraisal methodology and administration. Follow, and ensure that subordinates follow TCAD policies and procedures.
- Provide training, set performance standards, review work accomplished & conduct or assist with periodic employee performance evaluations.
- Coordinate and cooperate with other directors and appraisal district staff in support of district goals and work efforts.
- Schedule and manage all aspects of commercial protests.
- Represent the District in frequent contact with property owners, property tax professionals, and attorneys at informal hearings, formal hearings and lawsuit proceedings. On occasion, represent the district in public meetings and with the media.
- Assist the district in supplying information necessary to comply with all requests as required by the Property Tax Assistance Division of the State Comptroller of Public Accounts.
- All duties are performed independently and require self-motivation and a professional attitude in the work environment. The Director must be able to do business with the public in sometimes difficult and adversarial situations.

Requirements/Additional Responsibilities

- Must be a Registered Professional Appraiser (RPA) or be able to pursue and obtain within 5 years.
- Must be authorized to work in the US, have reliable transportation, a valid Texas Driver's License, and proof of Texas liability insurance.
- Continuing education — Stay current on appraisal, assessment and technology issues and apply new knowledge in the work environment.

Minimum Education and/or Experience

- Bachelor's degree preferred, preferably in Real Estate, Appraisal, Statistics, or other related discipline. Work experience in a related field may be substituted for a college degree.

Date

February 2025

Hiring organization

Travis Central Appraisal District

Job No.

2025142301

Employment Type

Full-time

Status

Exempt, Grade 20

Department

Commercial

Reports To

Deputy Chief of Appraisal

Job Location

Austin, TX

Apply

Apply Now

- Experience in sales, leasing, property management, building or development a plus. A designation from other professional appraisal organizations will be considered, e.g. TACLB, IAAO.
- A minimum of five (5) years of experience in real estate fee or mass appraising required.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Knowledge of factors, techniques, methods, and principles involved in the appraisal of commercial property including pertinent principles and guidelines set forth in the Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice
- Ability to analyze and interpret closing statements, surveys, site plans, subdivision plats, topography maps, condominium declarations, and other real estate documents.
- 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, drive 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. 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 bylaw.

Resumes are welcome, but applicant must submit a completed employment application before an interview will be granted. Employment is contingent upon a post-offer criminal background check.