

Travis Central Appraisal District

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

Commercial Manager

Position Summary

Under the general direction and supervision of the Commercial Director, this position this position supervises clerical staff, processes appraisers' field and other related clerical functions, on occasion must conduct informal hearings. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.

Essential Duties

- Supervise the application of accepted appraisal methods to estimate the value of commercial property in Travis County and oversee production of a valid assessment roll.
- Assist in developing policies and procedures on appraisal methodology and administration.
- Supervise the gathering of data pertaining to quality, classification and value of commercial property.
- Provide training, sets a standard of performance, reviews work accomplished, and conducts periodic performance evaluations of commercial appraisers.
- Perform appraisals, data collection, sales analysis and estimates construction costs for various types of Commercial property.
- Represent the District in frequent contact with property owners, property tax professionals, attorneys and the general public.
- Appraise difficult or complex properties and reconcile valuation differences in judgment between appraisers
- All duties are performed independently and require self-motivation and a professional attitude in the work environment.

Requirements/Additional Responsibilities

- Must be a Registered Professional Appraiser (RPA) or obtain certification 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.
- Two (2) years of supervisory experience preferred.
- A minimum of five (5) years of experience in commercial real estate fee or mass appraising. Experience in sales, leasing, property management, building or development a plus.

Knowledge, Skills, and Abilities

- Extensive knowledge on the application of the income approach with commercial properties
- Must have knowledge of factors, techniques, methods, and principles involved in the appraisal of Commercial property including pertinent principles and guidelines set forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice.

Date

November 2024

Hiring organization

Travis Central Appraisal District

Job No.

2024142303

Employment Type

Full-time

Status

Exempt, Pay Grade 15

Department

Commercial

Reports To

Director of Commercial

Job Location

Austin, TX

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- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to analyze and interpret closing statements, surveys, or other 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, 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. Employment is contingent upon a post-offer criminal background check.