

Travis Central Appraisal District

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

Commercial Team Lead

Position Summary

Under the general direction of the Commercial Director and Assistant Director, the Commercial Property Team Lead will supervise appraisal staff in all functions related to listing, valuation, and equalization of commercial property and ensure adherence to TCAD policies as a leader and individual contributor. 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

- Oversee the application of accepted appraisal methods to estimate the value of commercial real estate within assigned portfolio(s)
- Assist in the creation and management of a valid and defensible appraisal roll
- Supervise discovery processes including gathering data pertaining to quality, classification, and value via research, hearings, and field visits
- Provide training and mentorship to appraisers on key departmental projects related to fieldwork, valuation, and appeals
- Conduct quality control reviews of appraisal work and provide constructive feedback to improve performance and accuracy
- Contribute to the development and implementation of policies and procedures related to appraisal methodology and departmental operations
- Aid in the development and execution of the annual appraisal plan; assign tasks and monitor engagement of appraisal staff
- Participate in compliance with state-mandated reporting efforts, including the Property Value Studies and the Methods and Assistance Program
- Establish performance standards, review completed work, and provide input for employee evaluations
- List, research, and determine values for complex commercial properties; assist appraisers with challenging assignments and hearings
- Analyze sales data, estimate construction costs, and document property characteristics to support accurate valuation.
- Manage Commercial Personnel attendance and assume time clock responsibilities
- Analyze contested properties and support the litigation department as needed
- Coordinate the assignment of appraisers to ARB panels and manage daily hearing logistics
- Monitor informal hearing queues and respond to inquiries through the appeals

Date

August 2025

Hiring organization

Travis Central Appraisal District

Job No.

2025142305

Employment Type

Full-time

Status

Exempt, Pay Grade 9

Department

Commercial

Reports To

Commercial Assistant Director

Job Location

Austin, TX

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- Represent the district in frequent interactions property owners, property tax professionals, attorneys, taxing units, and the general public both in the office and in the field.
- Adhere to assigned deadlines and complete tasks accordingly, while periodically reporting the status of individual and team objectives

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.
- 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 three (3) years of experience in real estate fee or mass appraising preferred.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Proficiency in the True Prodigy application for field work, valuation, and appeals
- 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.
- Ability to interact with and do business with the public in sometimes difficult and adversarial situations

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.

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.