



TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Director of Data Integration & Innovation	DATE	JOB #	03/09/2026	202603120100
DEPARTMENT	Administration	STATUS	Exempt		
REPORTS TO	Deputy Chief of Appraisal	PAY GRADE	20		

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.

POSITION SUMMARY

Reporting to the Deputy Chief of Appraisal, this position provides strategic advisory support to executive leadership on the implementation and governance of emerging technologies, with a specialized focus on Artificial Intelligence. The role bridges innovation by partnering with IT and Legal counsel to develop robust policies that mitigate risk while maintaining network and data integrity. Tasked with driving continuous improvement across all TCAD divisions, the incumbent designs and implements scalable strategies for data visualization, staff development, and operational efficiency to modernize district-wide programs and objectives.

ESSENTIAL DUTIES

- Develop and govern the strategic frameworks, policies, and integration roadmaps for AI implementation, ensuring all initiatives align with district objectives and maintain strict data privacy and network security compliance.
- Oversee the end-to-end lifecycle of AI projects, from initial ideation and piloting to full-scale development, while defining and tracking key performance indicators to measure effectiveness and ROI.
- Partner with IT, Operations, Valuation, and Legal departments to identify AI opportunities and provide executive leadership with technical advisory on the risks and benefits of emerging technologies.
- Design and manage secure dashboards and automated data visualization tools for the Chief Appraiser and Deputy Chiefs to track core administrative functions, operational measures, and valuation progress.
- Support Division Directors by developing advanced analysis tools for production tracking, protest scheduling, and valuation audits to improve the accuracy and completeness of district data.
- Oversee the implementation of automated tools for residential and commercial evidence packages and collaborate with the Litigation Division to develop expert witness reports for arbitration and defense.
- Work alongside the IT Division and Chief Strategy Officer to develop reporting and transparency tools for public-facing information on the TCAD website.
- Drive district-wide adoption of new technologies by facilitating staff training, fostering a culture of innovation, and eliminating tool redundancy to ensure the most economical subscription pathways.
- Engage with external AI experts and vendors to secure best-in-class solutions and stay current on technological advancements and their potential impact on CAD systems.
- Maintain a high level of independence, initiative, and professionalism in managing activities and providing specialized support to the Compliance Division as needs develop.

REQUIREMENTS/ADDITIONAL RESPONSIBILITIES

- Must be authorized to work in the US.

MINIMUM EDUCATION AND/OR EXPERIENCE

- Must have a college degree from an accredited college or university in Computer Science, Data Science, Information Technology, Public Administration, or a closely related field. Professional certifications in AI/Machine Learning or Data Analytics is highly preferred.
- Minimum of five (5) years of progressive experience in data analysis, technology implementation, or strategic operations.
- An equivalent combination of education and experience that provides the required knowledge and skills may be considered.
- RPA or the ability to earn RPA within 5 years. (TDLR)

KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of Artificial Intelligence (AI) competencies, including Large Language Models (LLMs), machine learning, and the associated risks regarding data privacy and network security.
- Proficiency in data visualization tools and the ability to design secure, executive-level dashboards.
- Strong understanding of appraisal district operations, including the protest process, valuation cycles, and litigation defense requirements.
- Ability to develop and implement comprehensive strategic frameworks, policies, and procedural manuals for emerging technologies.
- Extensive knowledge in mathematics, grammar, and basic clerical skills
- Knowledge of Microsoft Office, proficient in Word, Outlook, and Excel
- Ability to communicate complex technical concepts clearly to non-technical individuals, including executive leadership and the public.
- Ability to assess information, ask questions, make decisions, manage time effectively, and execute assignments.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Must be able to sit or stand for extended periods, 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. The work environment consists of an indoor and outdoor setting with frequent exposure to computer monitors and interfacing with the public. This job is not subject to significant occupational or environmental hazards.