

TRAVIS CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

JOB TITLE	Residential Appraisal Manager	DATE	JOB #	August 2026	2026145301
DEPARTMENT	Residential	STATUS	Exempt		
REPORTS TO	Assistant Director of Residential Appraisal	PAY GRADE	15		

POSITION SUMMARY

Under the general direction and supervision of the Assistant Residential Appraisal Director this position performs complex managerial work planning and directing work of residential appraisers and support staff. Responsible for assisting Residential leadership manage team leads, and support staff.

ESSENTIAL DUTIES

- Supervise the application of accepted appraisal methods to estimate the value of residential properties in Travis County and oversee the production of a valid assessment roll.
- Assist in developing policies and procedures related to mass appraisal methodology and administration.
- Supervise the gathering of data pertaining to the quality, classification, and value of residential properties.
- Provide training, set performance standards, review work, and conduct periodic performance evaluations of residential appraisers and support staff.
- Plans, organizes, and prioritizes departmental workloads by developing work plans, schedules, and staffing strategies for field inspections, valuation activities, and property protests.
- Assigns appraisal tasks based on workload demands and deadlines and adjusts priorities as necessary to ensure timely completion of departmental objectives.
- Perform residential appraisals, collect property data, analyze sales, and estimate construction costs for various types of residential properties.
- Represent the District in frequent interactions with property owners, property tax professionals, attorneys, and the general public.
- Directs and coordinates departmental operations during the ARB season. This includes providing real-time support and guidance to appraisers during protests, managing the flow and scheduling of property owners and agents before ARB panels, and communicating and implementing ARB-related directives in coordination with upper management.
- Appraise complex or high-difficulty residential properties and reconcile valuation differences among appraisers.
- Participate in fieldwork, valuation, and protest duties, at approximately half the volume of a residential field appraiser.
- 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 Team Leads as Assigned, Support Staff

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 (one (1) year must be in Mass Appraisal field) or an equivalent combination of education and experience.
- RPA or the ability to earn RPA within 5 years.
- A minimum of three (3) years of Mass Appraisal experience.

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, 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.

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.