



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

PO Box 149012 Austin Tx 78714-9012

Office at: 8314 Cross Park Dr, Austin Tx 78754 (512) 834-9317 TDD (512) 836-3328

www.traviscad.org

JOB OPPORTUNITIES

Date: June 29, 2009

Closing Date:

Division: Commercial Appraisal

Job Title: Commercial Appraisal Manager

Job Order No:

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS: Under the general direction and supervision of the Commercial Director this position performs complex managerial work planning and directing work of commercial appraiser and personal responsibility for the Industrial portfolio.

Essential duties include:

- Supervise and perform the application of accepted appraisal methods to estimate the value of commercial property in Travis County and oversees production of a valid assessment roll.
- Assist in developing policies and procedures on appraisal methodology and administration.
- Supervise and perform the gathering of data to accurately classify property by characteristics and to record observations.
- Provide training, sets a standard of performance, reviews work accomplished, and conducts periodic performance evaluations of commercial appraiser.
- 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.
- Must have the ability to work effectively both independently and with other.
- Must have the ability to organize and plan work effectively.
- Must have the ability to communicate effectively orally and in writing.
- Must have the ability to perform mathematical tasks, as well as read and interpret maps and improvement sketches.

QUALIFICATION REQUIREMENTS:

- Possession of a bachelor's degree from an accredited college or university preferably in Real Estate or Appraisal. Acceptable work experience may be substituted for a college degree.
- Must be a Registered Professional Appraiser with the Board of Tax Professional Examiners or be able to pursue and obtain within 5 years. Possession of a MAI and/or Real Estate Broker's license is a plus.
- 5 or more years of experience in fee or mass appraising. Experience in sales, leasing, property management, building, development, or mortgage lending a plus.
- Should have 2 or more years of supervisory experience.
- 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.
- Must have the ability to read, analyze, and interpret closing statements, surveys, title insurance, AIA or other documents as well as the ability to respond effectively to inquiries or complaints orally and in writing.
- Must be authorized to work in the US.
- Spanish Bilingual a plus

The final candidate will be subject to a background check.

Essential Physical Demands: Sitting, standing, kneeling, bending, reaching, twisting upper body, carrying, pushing and lifting up to 30 lbs in the office.

Applications will be accepted until the closing date of

Resumes are welcomed. You must submit a completed employment application prior to the interview.

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, religion, color, sex, age, national origin or disability.