



TRAVIS CENTRAL APPRAISAL DISTRICT

Human Resources Division

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www.traviscad.org

JOB OPPORTUNITIES

Date: October 20, 2009

Closing Date: October 30, 2009

Division: Residential Appraisal

Job Title: Residential Appraisal Manager

Job Order No. 20091003

Salary: Dependent on Qualifications

ESSENTIAL JOB FUNCTIONS:

Under the general direction and supervision of the Residential Appraisal Director this position performs complex managerial work planning and directing work of residential appraisers and support staff. Essential duties include:

- Supervise the application of accepted appraisal methods to estimate the value of property in Travis County and oversees 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 residential property.
- Provide training, sets a standard of performance, reviews work accomplished, and conducts periodic performance evaluations of residential appraisers and support staff.
- Perform residential appraisals, data collection, sales analysis and estimates construction costs for various types of residential property.
- Represent the District in frequent contact with property owners, property tax professional, attorneys and the general public.
- Appraise difficult or complex residential properties and reconcile valuation differences in judgment between appraisers.
- Will be responsible for field work; valuation and protests but at half the amount as a residential field appraiser.

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, Real Estate Broker's license, State Certified Residential Appraiser designation or State Certified General Appraiser designation 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 residential property including pertinent principles and guidelines set forth in Texas Property Tax Code and Uniform Standards of Professional Appraisal Practice.
- Should have the ability to read, analyze, and interpret closing statements, surveys, title insurance, AJA 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.

Resumes are welcomed. You must submit a completed employment application before an interview will be granted.

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.