

# TARRANT APPRAISAL DISTRICT EMPLOYMENT OPPORTUNITY

**Position Title**

Director of Commercial/  
Special Appraisal

**Class Code**

48-2000

**Job Posting Date**

03-03-2023

**Examples of Job Duties/Responsibilities**

*(Examples of key duties are interpreted as being descriptive and not restrictive in nature)*

- Plans (consistent with district plans, goals, and timetables), sets priorities, organizes, and directs the activities of professional, technical, and clerical personnel engaged in establishing, defending, and providing information associated with commercial and special properties values
  - Adheres to and consistently enforces established appraisal district policies and procedures
  - Establishes, implements, and/or uniformly administers district administrative and division policies, standard operating procedures, and work performance/work product standards, obtaining higher level pre-approvals as required and/or prudent
  - Monitors the work efforts and products of each departmental operating division to achieve established objectives, standards, and deadlines
  - Prepares and timely submits a proposed departmental budget and prudently administers the adopted budget
  - Conducts annual performance appraisals of departmental division managers and other directly supervised departmental personnel
  - Reviews department-wide performance appraisals for consistency and even handedness and timely submits same for administrative review and processing
  - Interviews applicants for entry level and promotional positions and makes employment recommendations to direct administration
  - Coordinates, communicates, and cooperates, with other departmental directors and appraisal district staff in support of district goals and work efforts
  - Analyzes contested property values, leads and/or participates in settlement negotiations, and settles litigated cases in consultation with appraisal district legal counsel, litigation staff, and, as appropriate, the chief appraiser
  - Oversees informal protest session scheduling, and related matters
  - Assists with school system protest petitions associated with the state property tax division's value study
  - Responds to customer, tax unit, and other inquiries and request
  - Trains and/or obtains outside employee training to enhance employee productivity and work products
  - Assists division managers in resolving or directly resolves complex commercial or special appraisal and other issues and problems
- Performs other duties as assigned

**Minimum Qualifications**

- Graduation from an accredited four-year college or university with a degree in public administration, accounting, business, or a related field plus at least eight years of relevant management experience.
- Registration with Texas Department of License and Regulation and hold a current Registered Professional Appraiser (RPA) designation
- Applicants with professional designations issued by the International Association of Assessing Officers (IAAO) or the Appraisal Institute may also be considered in lieu of an RPA

**Skills/Abilities:**

- To work productively and cooperatively with co-workers and the general public
- To build, maintain, and effectively direct and lead a productive team of employees
- To communicate effectively, both verbally (including strong public speaking and presentation skills) and in writing
- To thoroughly and accurately perform complex research, mathematical, and statistical computations
- To prepare and administer budgets and administrative policies and procedures
- Knowledge of the Texas Property Tax Code, Uniform Standards of Professional Appraisal Practice, appraisal methodologies and procedures and knowledge of management techniques and methods.

**Starting Salary Range**

\$101,192- \$203,798 plus \$2,500 annual car allowance

**Benefits** Medical, dental, and life insurance; paid vacation and sick leave benefits; 12 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a terrific team!

Employment application required (for current TAD employees, Job Bid Application). For external applicants, applications are accepted online at TAD.org under career section.

**Tarrant Appraisal District  
2500 Handley-Ederville Road  
Fort Worth, Texas 76118-6909**

**Completed applications accepted until: 5:00 PM, Friday, March 24, 2023**

**Conditions of Employment:** Previous employment and any additional qualifications will be subject to verification. Persons selected for certain positions must pass a drug test before job placement. If driving is a job requirement, a driver's license and driving records check will be conducted. Criminal background checks will also be conducted prior to job placement.

***The Tarrant Appraisal District is an equal employment opportunity employer.***