

## Director of Appraisal Operations

### General Description:

The Director of Appraisal Operations must be highly motivated and dedicated to job performance. They must be certified as a Registered Professional Appraiser or working toward that goal. They must have the knowledge and background to plan, organize and supervise the activities requiring interface with mass appraisal systems and applications to properties in the district in a fair, equal and uniform manner. They must be thoroughly skilled in appraising properties and be able to substantiate the basis of their appraisals. They should know the State Property Tax Code and Laws and always adhere to them. Must be knowledgeable of all appraisal district operations, and property tax codes. They should have the ability to train and supervise new appraisers in the required appraisal techniques. They must possess the ability to relate with the public, tax representatives, and the taxing entities in a professional and courteous manner. The Director of Appraisal Operations must be able to coordinate with different departments to maximize the development and oversee implementation of systems enhancements in accordance with Uniform Standards of Professional Appraisal Practices (USPAP). They must be able to effectively delegate specific assignments to the staff and act as liaison between appraisal departments working in continuity to achieve district goals and objectives. They should effectively work with and relate to taxpayers and taxing entities. The Director of Appraisal Operations must be ethical, trustworthy and utilize the utmost integrity as necessary.

### Performance Requirements:

- Assist the Chief and Deputy Chief in the performance of their duties.
- Direct supervisor of all appraisal departments.
- Organizes planning of appraisal goals; is responsible for maintaining annual Reappraisal Plan. Responsible for appraising all property in the district at 100% market value.
- Plans and implements neighborhood analysis and assists in department goals to meet deadlines required for the annual appraisal of properties within the district. Seeks uniformity and accuracy in measuring and listing of residential/urban properties by properly training all personnel under their supervision.
- Responsible for value defense at the appraisal review board and arbitration level. Advises Chief Appraiser on matters of value.
- Is responsible for the district Annual Report and Mass Appraisal Report. Aides Deputy Chief of Appraisal in development and implementation of cost/market schedules for residential structures in compliance with accepted appraisal practices.

- Responsible for maintaining education requirements for Texas Department of Licensing and Regulation registrants.
- Acts as the liaison between the district and the state comptroller's office in coordinating requests for information.
- Responsible for coordinating and preparing all ratio studies of appraisal values in the district. Use Mass Appraisal standards that comply with the USPAP.
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- Correlates sales information for use in building schedules and substantiation of values to the Appraisal Review Board. Responsible for the continuity of presentations before the Appraisal Review Board. Defends values in the informal and formal process.
- Carries out job performance evaluations as set out by the BCAD employee manual.
- Promotes and supports the Chief Appraiser/Appraisal District in the everyday dealings with the public and staff members.
- Complies with general safety practices and standards in performing their duties.
- Have knowledge and abide by all current Appraisal District Policies and Procedures.
- Carries out any other duties/tasks as assigned by the Chief Appraiser.
- Classified as an exempt employee.