



FORT BEND CENTRAL APPRAISAL DISTRICT

JOB DESCRIPTION

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|------------------------|------------------------------|-----------------------|-----------|
| Position Title: | Director of Special Projects | FLSA Category: | Exempt |
| Division: | Administration | Position Type: | Full-Time |
| Reports to: | Chief Appraiser | Pay Grade: | 122 |

Job Summary:

The purpose of this position is to work with the Chief Appraiser on special projects and initiatives with a goal of improving the overall performance of the appraisal district. The Director of Special Projects will have broad authority and significant autonomy in a role that works across teams and functions. This key leadership position will collaborate closely with senior management, department heads, cross-functional teams, and occasionally the Board of Directors to identify, prioritize, and execute special projects aligned with the company's strategic goals.

Essential Functions: *(Essential functions require presence in the workplace on a regular basis. In order to accomplish this, regular attendance MUST be maintained. This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. Incumbent is expected to perform other related duties, as assigned.)*

- Works across the organization to oversee execution of annual operations, functions, and programs.
- Leads and monitors key strategic projects and programs, including those with legacy providers, as applicable.
- Works with the Directors and reports to the Chief Appraiser in developing quality control measures and models to optimize workflows, performance, and accuracy.
- Monitors legislation and assists with legislative review and analysis, and the implementation of new laws and rules.
- Meets with the Chief Appraiser, Deputy Chief Appraisers, and the Directors on a regular basis to evaluate reports and to make and receive suggestions and recommendations.
- Utilizes discretion and good judgement to perform functions across teams in an environment with high autonomy.
- Conducts all public contacts in a friendly, courteous, consistent, and professional manner at all times.
- Stay informed of changes in property tax laws, rules, regulations, ensuring compliance with the Property Tax Code and other relevant requirements.
- Performs other tasks and assignments as may be assigned from time to time.

Required Skills/Abilities:

- Familiarity with Windows-based computer required. Intermediate proficiency with the Microsoft Office suite and appraisal district related software preferred.
- Knowledge of Tyler Technologies' Assessment and Tax Pro is preferred.
- Excellent verbal and written communication skills.
- Excellent organizational skills with attention to detail.
- Excellent analytical and critical thinking skills.
- Knowledge of appraisal district operations.

Education and Experience Requirements:

- Possession of a bachelor's degree from an accredited college or university preferred. Work experience may be substituted for a college degree.
- Minimum of (7) years of CAD experience.
- IAAO Designation preferred
- Level IV Registered Professional Appraiser (RPA) with the Texas Department of Licensing and Regulation (TDLR).
- Ability to communicate effectively orally and in writing and have the ability to operate a personal computer.
- Intermediate to advanced CRS proficiency.
- Intermediate to advanced proficiency with Microsoft Office.



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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, reach with arms, talk, or hear and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 5-10 pounds and occasionally lift and/or move 10-20 pounds. Some driving may be required.

Post-offer physical is not required for this position.

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.

FBCAD does not discriminate on the basis of race, color, creed, age, religion, national origin, sex (including pregnancy), sexual orientation, sexual preference, gender identity or disability (physical or mental), and any other characteristic protected by law.