



# FORT BEND CENTRAL APPRAISAL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b>	Deputy Chief Appraiser (Appraisal Services)	<b>FLSA Category:</b>	Exempt
<b>Division:</b>	Administration	<b>Position Type:</b>	Full-Time
<b>Reports to:</b>	Chief Appraiser	<b>Pay Grade:</b>	125

### Job Summary:

The purpose of this position is to oversee the appraisal functions and offices for the central appraisal district. The Deputy Chief Appraiser of Appraisal Services is responsible for ensuring all appraisal work (in-house and by contract appraisal firms) is completed timely and in compliance with the requirements prescribed by the Texas Property Tax Code, Uniform Standards of Professional Appraisal Practice (USPAP), and all other relevant laws, rules, regulations, and guidelines. The DCA of Appraisal Services reports directly to the Chief Appraiser and manages a team of Director-level team members, who oversee various appraisal teams.

**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.)*

- Oversees the Appraisal Operations, Shared Services, Commercial, Land, Personal Property and Residential Appraisal Divisions. Manages and supervises activities and personnel engaged in District functions within the mentioned divisions.
- Responsible for the efficient utilization and supervision of personnel and resources in the appraisal of property in the appraisal district.
- Supervises, directs, and evaluates assigned staff; establishes workloads and prioritizes work assignments; processes employee concerns and problems and counsels or disciplines as appropriate; completes employee performance appraisals; makes hiring or termination recommendations; directs work; and trains staff in operations, policies, and procedures.
- Works with their Directors and reports to the Chief Appraiser in developing all cost estimates for budgeting purposes, related to the operation of each department each fiscal year.
- Meets with Directors on a regular basis to evaluate reports, make and receive suggestions and recommendations, and issues decisions and directives accordingly.
- Responsible for meeting appraisal deadlines he/she and the Chief Appraiser set and determine to be adequate to accommodate the appraisal district's annual schedules and obligations.
- Works with the Chief Appraiser and the management staff to determine and develop professional growth plans and guidelines for appraisers. He/she will be cognizant of the training needs of the appraisers in the appraisal district and work with the Chief Appraiser and the department Directors in formulating plans and training programs to meet these needs and state requirements.
- Responsible to the Chief Appraiser for the quality and quantity of work completed by the appraisal staff. He/she initiates the necessary procedure, checks, guidelines, and audits, to ensure consistency and accuracy of all values assigned to all properties in the appraisal district.
- Responsible for maintaining and updating the Annual Mass Appraisal Report
- Works with Appraisal Directors to update the Reappraisal Plan, ensures timely adoption by the Board of Directors, and appropriate implementation of the plan.
- In the absence of the Chief Appraiser, perform the duties of the Chief Appraiser, as assigned.
- Conduct all public contacts in a friendly, courteous, consistent, and professional manner at all times.
- Performs other tasks and assignments as may be assigned from time to time.
- Stay informed of changes in property tax laws, rules, regulations, ensuring compliance with the Property Tax Code and other relevant requirements.



# FORT BEND CENTRAL APPRAISAL DISTRICT

## JOB DESCRIPTION

<b>Position Title:</b>	Deputy Chief Appraiser (Appraisal Services)	<b>FLSA Category:</b>	Exempt
<b>Division:</b>	Administration	<b>Position Type:</b>	Full-Time
<b>Reports to:</b>	Chief Appraiser	<b>Pay Grade:</b>	125

### Required Skills/Abilities:

- Familiarity with Windows-based computer required. Intermediate proficiency with the Microsoft Office suite and appraisal district related software preferred.
- Knowledge of appraisal district operations.
- Thorough knowledge of the principles and approaches to valuing real and personal property.
- Thorough knowledge of modern principles, concepts, and methods of mass appraisal; a basic knowledge of statistics and accounting principles; good mathematical skills, independent thinking, professional image, statistical knowledge and understanding of the Property Tax Code.
- 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.

### 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 ten (10) years of CAD experience, with five (5) being in a supervisory role.
- 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 proficiency with Microsoft Office.

### 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.

*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.*