

BEXAR APPRAISAL DISTRICT

JOB SPECIFIC INFORMATION

Title: Chief Appraiser
Department: Executive Services
Division: Administration

AMENDED DATE: April 15, 2023
Group: Determined by board of directors
Exempt: Level 1
TDLR Registration: Required

General Description

Chief executive officer of the appraisal district is responsible for the administrative, financial, and appraisal activities. Oversees day to day operations and communications with over 75 taxing entities, media, and public. Manages the discovery, listing, review, and appraisal of all taxable property at market value using generally accepted appraisal techniques; determining eligibility for exemptions. Reviews all recommendations by executive staff regarding contracts, termination of employees, legal matters, the district budget, and investments. Implements policy as directed by the Bexar Appraisal District Board of Directors. Requires extensive personal interaction with public officials and the general public. Responsible for employing and compensating approximately 185 professional and support staff as provided by a \$23 million-dollar budget.

Qualifications

1. Minimum of ten (10) years of mass appraisal experience with an RPA certification under Section 1151.160, Occupations Code. Prefer three (3) to five (5) years of mass appraisal management within the past eight (8) years.
- OR**
2. Possess an M.A.I. designation or its equivalent per Section 6.05(c) of the Texas Property Tax Code. Prefer five (5) years of appraisal management within the past eight (8) years.
- AND**
3. Prefer bachelor's degree in a related field, such as real estate, business, or management. Advanced degree is a plus.
 4. Significant appraisal experience to ensure the appraisal district is in compliance with all aspects of the Property Tax Code; and act as legislative liaison for the administration of the Property tax Code.
 5. Open communication between the chief appraiser and the board of directors is a must.
 6. Previous public speaking and presentation experience is required.
 7. Perform mathematical computations associated with appraisal.
 8. Communicate efficiently under pressure, both orally and in writing, with staff and elected/appointed officers of taxing entities as to plans, budget, and progress of the appraisal district.
 9. Knowledge of and experience with computer-assisted appraisal, with personal computer, and information systems.
 10. Keep the public and media informed of mandatory deadlines and activities of the appraisal district.
 11. Demonstrate successful problem solving and decision-making abilities.
 12. Strong budgeting and finance background
 13. Ability to plan for the effective operation of the appraisal district with current short and long-term plans including capital purchases and facilities planning.
 14. Commitment to providing exceptional public service.
 15. Position requires use of personal vehicle. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record.
 16. Must maintain a continual point of contact.

Essential Functions of the Job

1. **Develop long & short-term organizational goals** to meet the organization's mission and deliver timely certified appraisals. Coordinates all district activities with district management and staff.
2. **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; convey factual data clearly and concisely; communicate procedures, and important deadlines.
3. **Coordinate the district's appraisal procedures** by ensuring quality of work and division production standards are met and by overseeing all aspects of planning for field work, valuation, and appeals.

4. **Maintain BCAD database** by operating a PC and becoming proficient with the district's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and HP-12C calculator as necessary.
5. **Represent the district** by coordinating activities concerning the property value study, necessary appeals, and taxing unit audits. Required to maintain a professional appearance and demeanor at all times.
6. **Improve procedures and job efficiency** by evaluating work methods and making suggestions; manage and organize daily workload. Ensures planned training and certification of all appraisal district employees as required by the state.
7. **Motivate district staff** by providing leadership and training in the areas of accuracy, quality of work, and public relations; commitment to exceptional public service.
8. **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and Texas Property Tax Code; attend TDLR education courses and maintain TDLR certification.
9. **Contribute to team effort** by accomplishing assigned tasks and all other duties assigned by the board of directors.
10. **Physical demands requiring sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., possible weekends and overtime as needed.**
11. **Environmental factors include**, but are not limited to, high stress office atmosphere, analyzing data at a computer terminal or lap-top, one on one meetings with taxpayers, ARB, news media, taxing units, community outreach, and fiduciaries, high phone demands, exposure to outdoors; high humidity and extreme temperatures, drives to designated locations to perform district business in all weather conditions.

Reporting Relationships

Reports to: Bexar Appraisal District Board of Directors.

Supervises: BCAD staff.

Works With:

Internal – BCAD staff, ARB, and the board of directors.

External – State of Texas officials, news media, Bexar County Tax Office, local taxing jurisdictions, taxpayers, and other appraisal districts.

Conditions of Employment

1. Meets standards of the **"General Description"**, **"Qualifications"** and **"Essential Functions of the Job"**.
2. Must sign an Agreement of Employment including an Ethics Agreement.
3. Must sign an Authorization for Non-Release or Release of Personal Information.
4. Must sign a Logon/Security/Electronic Mail Form for access to computing facilities.
5. Agrees to comply with all written district employee policies and procedures.
6. Must complete a Financial Disclosure Form.
7. Must pass background check

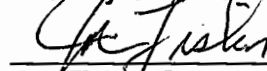
Evaluations

Evaluations will be determined by the board of directors.

Acknowledgement

We, the Bexar Appraisal District Board of Directors do hereby approve the Bexar Appraisal District Chief Appraiser Job Description.


 Cheri Byrom, Chairwoman


 Jon Fisher, Secretary

4 / 12 / 2023
 Date

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 Date