



MONTGOMERY CENTRAL APPRAISAL DISTRICT

Janet Jennings-Doyle, RPA, RTA, CTA, CCA
INTERIM CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Commercial Operations

POSITION IS: Exempt

TDLR REGISTRATION: Required

REPORT TO: - Chief Appraiser/Deputy Chief

DIVISION: Commercial Operations

TODAY'S DATE: 10/24/2022

CLOSING DATE: 11/30/2022

Principal Duties and Responsibilities:

- Responsible for the immediate supervision of commercial and business personal property appraisal personnel.
- Ensure that Commercial Operations and Business Personal Property is on schedule according to management plan.
- Responsible for maintaining production records for Commercial Operations Division.
- Responsible for appraisal personnel training.
- Responsible for preparing for Appraisal Review Board hearings.
- Assist in cost schedule adjustments and reviewing final values.
- Review monthly CAMA changes.
- Continually update knowledge of property tax code, litigation requirements, arbitration rules and general appraisal theory.
- Continually update knowledge of appraisal reporting requirements for adhering to the Uniform Standards of Professional Appraisal Practice.
- Prepare individual case file documentation to negotiate disposition protests as needed.
- When appropriate, communicate with property owners, property tax agents and opposing legal counsel.
- Assist in preparing and completing the Method & Appraisal Practice (MAP) review, and Property Value Study performed by the Texas Comptroller.
- Other duties as assigned.

SERVICE, EXCELLENCE AND EQUITY IN AD VALOREM TAX ADMINISTRATION

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Required Knowledge, Skills and Abilities:

- Must possess an in-depth understanding of all approaches to value and their uses on different types of property and their application as used in conjunction with the Computer Assisted Mass Appraisal System and a thorough knowledge of the Texas Tax Code. Knowledge of advanced appraisal skills including experience in appraising complex commercial, special purpose properties, and Business Personal Property is preferred.

Experience:

- A minimum of 10 years' experience in mass appraisal or other experience in appraisal management may be appropriate. Appraisal experience to include all property types, understanding of complex ownership structures required. Maintain level of education experience with advanced classes from IAAO, Appraisal Institute, etc.

Education:

- Bachelor's Degree preferred, or comparable or appropriate recognized professional designation(s). Should have a Level IV RPA designation as awarded by Texas Department of Licensing and Regulation (TDLR). MAI designation through Appraisal Institute preferred.

Residency within Montgomery County is not required.

APPROVED FOR POSTING BY:



Janet Jennings-Doyle, Interim Chief Appraiser