



MONTGOMERY CENTRAL APPRAISAL DISTRICT

JANET JENNINGS-DOYLE, RPA, RTA, CCA, CTA
INTERIM CHIEF APPRAISER

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: BUSINESS RELATIONS DIRECTOR

POSITION IS : Exempt

REPORTS TO: Chief Appraiser

TODAY'S DATE: 11-16-22

TDLR REGISTRATION: Yes

DIVISION: Administration

CLOSING DATE: 11-30-22

GENERAL POSITION SUMMARY:

The Business Relations Director will ensure all prudent, urgent, and critical information is shared in a timely manner and communicate with the public in a transparent and effective manner. The director will spear head operations as directed by the Chief Appraiser, on all non-critical matters/projects and urgent issues in the absence of the Chief Appraiser.

DESCRIPTION OF DUTIES:

- Work closely with leadership and cross functional members of management team to drive and implement business strategy and long-range planning based on current opportunities and risks, financing needs and organizational capabilities.
- Assist in identifying organizational gaps and plans for how to best address them.
- Analyses value of projects and terms; develop, participate, and deliver high level impactful presentations and conclusions to executive team and key stakeholders.
- Develop strategies to track, monitor and communicate high-impact issues to achieve goals.
- Work with the Chief Appraiser to educate the BOD and lawmakers on how proposed legislation or regulations could affect the organization.
- Attend monthly BOD meetings and be prepared to speak (at the discretion of the Chief Appraiser) on specific district accomplishments and business matters.
- Liaison between PTAD, TAAD and TAAO on business matters.
- Developing and maintaining education courses and schedules, leadership workshops for all level employees with the collaboration and assistance of the deputy chiefs within and out of district.
- Work closely with other departments to create a staff calendar of work projections, timelines, and deadlines.
- Advocate on behalf of the district brand with external stakeholders and the media across all communication channels and vehicles.
- Produce and publish mass communications with email blasts and marketing campaigns.
- Refine core messaging to ensure organizational consistency in all aspects of communication including development, organizing and education.
- Publish videos and photography on district website and blogs.
- Representing the organization (in the absence or at the discretion of the Chief Appraiser) at press conferences, interviews, community events, etc.
- Provide the staff with knowledge of legislative updates, laws and educate the key stakeholder on any changes by legislature, PTAD, TAAD and TAAO to ensure compliance.

- Analyzing all media coverage of the organization and drafting appropriate responses if warranted.
- Creating and managing a PR plan and timeline.
- Assist in the groundwork for the district's future growth.
- Perform other duties as assigned.

Required Skills/Abilities:

- Excellent oral and written communication skills.
- Superior customer relationship management skills.
- Proficiency in the use of word processing software tools.
- An analytical mind and critical thinking skills.
- Knowledge of property tax industry best practices.
- Experience in developing relationships with public and community leaders.
- Strong project management skills.
- 5 to 10 years of managerial or team lead experience within an Appraisal District and/or Collection of property taxation.
- Registered Professional Appraiser and/or Registered Texas Assessor or County Tax Assessor.
- Experienced Certified Instructor (minimum of 5 years.), preferred.

Education and Experience:

- Bachelor's degree in, Business Administration, or related field preferred, but not required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 20 pounds at times.

APPROVED FOR POSTING BY:



Janet Doyle, Interim Chief Appraiser