



POLICY NUMBER: 106

POLICY NAME: BOARD APPOINTMENT OF CHIEF APPRAISER

The Board of Directors appoints the Chief Appraiser. When a vacancy in the position of chief appraiser occurs the Board will first consider promotion of in-house candidates they deem qualified for the position. If the Board determines that a qualified candidate is not available internally, they may at their discretion, launch a regional, state-wide or national search to fill the position. To be considered for the position a candidate should have a four year college degree or the equivalent based on work experience and professional designations. A candidate should have a minimum of ten years property tax administration or equivalent in the public or private management sectors. Preference will be given to candidates having a minimum of ten years of mass appraisal experience, with current licenses and designations in the property tax field. A candidate must possess and demonstrate to the Board the ability to accomplish the duties and responsibilities listed below. The Chief Appraiser's compensation package will be commensurate with his experience and responsibilities of the position, and is provided for in the District's annual budget. The Board will conduct a performance review of the Chief Appraiser, written or oral, at least once annually.

The Board and Chief Appraiser may execute a separate employment document or employment contract that establishes the general terms of employment of the Chief Appraiser. If such a document is executed it will be maintained in the Chief Appraiser's personnel file. Any such employment document or employment contract shall be read in conjunction

with the responsibilities and duties outlined below. The full duties of the Chief Appraiser are the combination of the aforementioned employment document or employment contract, and the responsibilities and duties listed in this policy.

The Chief Appraiser is directly responsible to the Board of Directors for the professional operation of the District. The Chief Appraiser implements the requirements, goals and objectives established by board policy, provisions of the Property Tax Code, and other applicable laws and rules, as appropriate. The Chief Appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and for the administration of the appraisal office.

Additionally, the Chief Appraiser is assigned duties by the board of directors necessary for conduct of board duties and implementation of board policy.

DUTIES AND RESPONSIBILITIES

The chief appraiser shall:

1. Be a "Registered Professional Appraiser" when accepting his appointment and must maintain his registration in the future. Additionally, he must complete the requirements for certification as a Chief Appraiser, as required by statute.
2. Establish a comprehensive program for conducting all appraisal activities, in accordance with the Texas Property Tax code and generally accepted mass appraisal practices.
3. Develop and implement sound administrative procedures for conducting all District functions.
4. Develop and implement an effective financial management system and provide reports to the Board to allow evaluation of the District's fiscal affairs.
5. Develop and implement an effective annual budget system and prepare a proposed annual budget for the next year, by June 15th of the current year.

6. Serve as the District's spokesperson in providing information to news media, taxing units, and the general public on the operations of the appraisal district and provisions of the property tax code.
7. Prepare the agenda for each board meeting, attend all meetings, and provide staff recommendations for all appropriate board actions.
8. In conjunction with District counsel, provide recommendations for Board action on litigation.
9. Develop and implement a personnel management system for job assignments, evaluations, hiring, staff policy, and personnel related matters.
10. Develop and implement advanced technology processes to enable staff to effectively perform their duties and to provide service to the taxing units, Appraisal Review Board and public.
11. Develop and implement sound procedures for conducting administrative services required by the Appraisal Review Board.
12. Develop and implement sound procedures for the presentation of the District's evidence and testimony to the Appraisal Review Board
13. Employ and compensate professional, clerical and other personnel as provided by the budget. The Chief Appraiser may delegate authority to subordinate employees.
14. Perform such other duties as deemed appropriate by the Board and statutory requirements not listed above, or statutory requirements mandated in the future.
15. The Chief Appraiser is the executive administrator of the District and with the exception of matters reserved to the Board of Directors, the final authority for any personnel matter rests with the Chief Appraiser.

Property Tax Code Section:

Date Adopted: September 24, 2009

Resolution #: 2009-7