Chair
Travis County Appraisal Review Board

Job Summary

➤ Oversee Operations of the Appraisal Review Board (ARB) in Compliance with Texas Property Tax Code (TPTC)
➤ Manage Officers and Members of the ARB
➤ Serve as Board Liaison to ARB Attorney/Legal Counsel
➤ Develop Infrastructure for Processes and Procedures, Ensuring Compliance with Texas Property Tax Code, Local Government Code, Texas Public Information Act, Texas Open Meeting Act and Travis Appraisal Review Board Policies and Procedures

Responsibilities and Duties

Manage and Direct the Work Assignments of the Secretary and Other Board Officers

Appoint Committees as Necessary in Accordance with the ARB Policies and Procedures
  ➤ Review/Update ARB Policies and Scripts as Necessary or Due to Legislative Changes
  ➤ Oversee In-House Board Training for New Members and Annual Training Session by the ARB Attorney

Prepare Annual Calendar for ARB Training, Hearings and Meetings
  ➤ Manage Member Registration for Appropriate Section of Comptroller Training
  ➤ Secures Meeting Location, Prepare Agenda Posting in Accordance with Texas Open Meeting Act, Notify Members
  ➤ Maintain Minutes from Meetings in Accordance with Open Meetings Act

Responsible for Annual Review of all Correspondence from the ARB for Content and Compliance

Create Policies, When Necessary

Assign and Prepare Work Assignments  e.g. Panel Assignments, Committee Assignments, etc.

Review Protest Submission for Deadline Compliance under the Texas Property Tax Code

Schedule Protest Hearings for Agents and Individual Property Owners to Meet Certification of the Rolls by the Prescribed Date Set in Accordance with the Texas Property Tax Code

Respond to Property Owner/Agent Inquiries and Hearing Reschedule Requests

Respond to Public Information Requests in Compliance with the Public Information Act

Provide Report to Appraisal District Board of Directors for Scheduled Meetings
Qualifications and Skills

High Level of Understanding of the Texas Property Tax Code and the Delegation of Authority to Various Entities

Ability to Work Independently

Leadership and Time Management Skills

Detail-oriented with Excellent Organization Skills, the Ability to Handle Multiple Projects

Must Demonstrate Excellent Interpersonal Skills, Working Effectively with a Wide Range of Professional Staff and Property Owners

Ability to Employ Critical Thinking Skills to Make Sound Judgments and Decisions, as well as Assimilate Information and Draw Appropriate Conclusions

Ability to Handle Sensitive and Confidential Material

Proficiency Using Software such as Microsoft Windows 10, Word, Access, and Excel. Ability to Acquire Additional Computer Skills