

## EMPLOYMENT OPPORTUNITY

### Assistant Chief Administrator

#### Examples of Responsibilities

1. Informs the Chief Appraiser of division related matters.
2. Directly supervises the information services, collections, GIS and information technology divisions to ensure efficient operations.
3. Oversees the Methods and Assistance Program (MAP) Reviews.
4. Coordinates updates of District Policies and Procedures manuals.
5. Oversees the Property Tax Electronic Appraisal Roll Submission and Property Transaction Submission to the PTAD.
6. Prepares annual reports for all taxing units for submission to the Property Tax Assistance Division.
7. Prepares self-report appeals if required.
8. Provides information for Property Tax Assistance Division requests.
9. Establishes and maintains good working relationships with designated employees of the taxing entities served by the District.
10. Oversees budget process.
11. Oversees all phases of the Texas Property Tax Calendar.
12. Provides written progress/status/projection reports to the Chief Appraiser.
13. Assists with entity value estimates and certification process.
14. Calculates effective and rollback tax rates.
15. Coordinates financial audit and tax roll audit.
16. At the request of the Chief Appraiser, attends District board of Directors' meeting.
17. Performs other duties as directed by District needs or as requested by the Chief Appraiser.

#### Minimum Qualifications

Graduate of an accredited four year college or university with a degree in Accounting or related field. Extensive experience in assessment and collections of real and personal property. Five to ten year's experience preparing and filing reports required by the PTAD. Previous experience in management of the assessment and collection functions. Either certified or working toward certification as a Registered Texas Assessor (RTA). Knowledge of the Texas Property Tax Code and Comptroller rules required. Knowledge of Tyler Orion Tax and Collection software helpful. Must have excellent written and oral communication skills.

#### Compensation

Salary is commensurate with experience and other qualifications.

#### Applications

Please submit cover letter, application and resume to:

Margie Smith, Fiscal/HR Coordinator  
Lubbock Central Appraisal District  
Assistant Chief Administrator  
P.O. Box 10542  
2109 Ave. Q  
Lubbock, TX 79408

Approved for posting by:

  
Chief Appraiser

Posting Date: April 27, 2020

*(LCAD reserves the right to extend the job search or not offer position advertised)  
LCAD is an equal opportunity employer*