

# BOARD OF DIRECTORS

## DISTRICT ADMINISTRATION

### Chief Appraiser

The Chief Appraiser is the chief administrative officer of the appraisal district office.

The chief appraiser is appointed by the board of directors and serves at the pleasure of the board. The chief appraiser is directly accountable to the board of directors for the effective discharge of all duties and responsibilities. All other personnel are employed by and accountable to the chief appraiser. The chief appraiser may delegate authority to subordinate employees.

#### DUTIES AND RESPONSIBILITIES

The chief appraiser coordinates and implements the goals and objectives established by board policy, provisions of the Property Tax Code and other applicable laws and rules. The chief appraiser's responsibilities include numerous statutory responsibilities related to the development of appraisal rolls and for the administration of the office. Additionally, the chief appraiser is assigned duties by the board of directors necessary for conduct of board duties and implementation of board policy. The chief appraiser shall;

- a. Establish a comprehensive program for conduct of all appraisal activities and keep the board informed on the progress of appraisal activities.
- b. Develop and implement sound administrative procedures for conduct of all district functions.
- c. Develop and implement an effective financial management system and provide reports to the board.
- d. Develop and implement an effective internal budget development system and prepare a proposed budget by June 15<sup>th</sup> of each year.
- e. 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 laws.
- f. Prepare the agenda for each board meeting, attend all meetings and provide staff recommendations for all appropriate board actions.
- g. In consultation with the appraisal district legal counsel, to provide recommendations on litigation matters for board action.
- h. Develop and implement a personnel management system for job assignments, personnel evaluations, staff hiring and other personnel related matters.
- i. Employ and compensate professional, clerical and other personnel as provide by the budget.
- j. Appoint members of the Ag Advisory Board with the advice and consent of the board of directors.
- k. Shall be the Records Management officer for the District.
- l. Chief Appraiser will need board approval for expenditure of interest earned monies and single priced expenditures exceeding \$2000.
- m. Chief Appraiser is encouraged to attend conventions, conferences, seminars and other meetings, which may be held for the improvement of the District. He/She will keep informed on all legislative and rule changes in relation to the business of the District.
- n. Chief Appraiser will participate, to the extent required by counsel, in any Property Value Study appeal performed on the behalf of any Wharton County school district.