



Harris Central Appraisal District News Release

For more information contact Jack Barnett, Communications Officer, 713-957-5663

July 17, 2025

Harris Central Appraisal District Seeks New Chief Appraiser

Houston — The Harris Central Appraisal District (HCAD) is seeking a new chief appraiser to replace the incumbent who will be retiring in February 2026. This is an outstanding opportunity for a proven leader to head one of the premiere assessment entities in the United States. Harris County, Texas, encompasses the City of Houston and is the nation's third most populous county. With a staff of 716 and a budget of \$110 million, HCAD is responsible for annual market value appraisals of nearly two million real and personal property accounts. These appraisals form the basis for property tax assessments used by nearly 500 different taxing jurisdictions that have territory within Harris County. The tax base in Harris County comprises more than 20% of the total base within the entire state of Texas and is a complex mix of residential, commercial, industrial, and business personal property.

Minimum Requirements:

* A Bachelor's degree with a major emphasis in administration, management, or appraisal.

(more)

* Must be certified as a Registered Professional Appraiser (RPA) under Sec. 1151.160, Texas Occupations Code. Candidates who possess an MAI professional designation from the Appraisal Institute, or possess an Assessment Administration Specialist (AAS), Certified Assessment Evaluator (CAE), or Residential Evaluation Specialist (RES) professional designation from the International Association of Assessing Officers are eligible, but must obtain certification within five years of appointment.

* Have 10 or more years of high-level management experience in an agency involved in property tax appraisal administration and considerable administrative and supervisory experience.

* Within 12 months of appointment must complete a comprehensive chief appraiser training institute offered by the Texas Association of Appraisal Districts.

Instructions for applying and a full copy of the posting for the position are available at: <http://www.hcad.org>

Applications will be accepted until August 31, 2025. Applications and resumes should be submitted to Tammy White-Chaffer, Olson & Olson, L.L.P. Wortham Tower, Suite 600 2727 Allen Parkway, Houston, TX 77019, emailed to tchaffer@olsonllp.com or faxed to 713.533.3888 no later than 5:00 p.m., August 31, 2025. You must include a statement in 500 words or less indicating why you are interested in the position.

About HCAD

The Harris Central Appraisal District is a political subdivision of the State of Texas established in 1980 for the purpose of discovering and appraising property for ad valorem tax purposes for each taxing unit within the boundaries of the district. The district has approximately 1.9 million parcels of property to assess each year with a total market value of approximately \$902 billion. The appraisal district in Harris County is the largest in Texas, serving more than 500 taxing units, and one of the largest appraisal districts in the United States. For further information, visit www.hcad.org.

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Job Description

Position Title: Chief Appraiser

Reporting To: Board of Directors

Department: Office of the Chief Appraiser

Salary Grade: Board Approved

Division: Office of the Chief Appraiser

FLSA Classification: Exempt

Position Summary

This position serves as chief administrator of the Harris Central Appraisal District (HCAD) with the responsibility to employ approximately 716 professional and support staff and administer a \$110 million annual budget in the third most populous county in the United States. Maintains successful relationships with nearly 500 individual taxing entities for which the district provides an annual appraisal roll. Maintains successful media coverage and relationships in one of the nation's largest media markets. Annually appraises all taxable properties within Harris County and submits appraisal records to the appraisal review board (ARB). Provides staff defense of individual property records for protested accounts. Provides for the defense of values and other district actions in cases appealed beyond the ARB. Makes determinations related to property situs, ownership, exemption eligibility, and interstate or foreign value allocation. Provides records and data to the State Comptroller, Legislative Budget Board, and other entities as legally required. As necessary, serves as a witness before legislative committees on issues affecting property tax appraisal and administration. Represents HCAD before community groups and civic and professional organizations.

Education Requirements and Work Experience

EDUCATION REQUIREMENTS

Bachelor's Degree with a major emphasis in administration, management or appraisal.

To be appointed or to serve as a chief appraiser, a person must be certified as a registered professional appraiser under Section 1151.160, Occupations Code, possess an MAI professional designation from the Appraisal Institute, or possess an Assessment Administration Specialist (AAS), Certified Assessment Evaluator (CAE), or Residential Evaluation Specialist (RES) professional designation from the International Association of Assessing Officers.

Within 12 months of appointment, must complete a comprehensive chief appraiser training institute offered by the Texas Association of Appraisal Districts.

WORK EXPERIENCE

10+ years' of high-level management in an agency involved in property tax administration and considerable administrative and supervisory experience.

Essential Duties and Responsibilities

This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

- Maintain and retain a management or executive team of employees to ensure achievement of HCAD goals
- Ensure effective and efficient operations of the appraisal divisions by coordinating and directing the appraisal and support activities for HCAD.
- Coordinate and direct the enforcement of laws pertaining to operations of the appraisal district
- Prepare and propose the annual budget to the Board of Directors as required by law.
- Recruit, select, coach, counsel and discipline personnel to maintain professional appraisal, technical and clerical personnel.
- Communicate values, strategies, and objectives; assign accountability; plan, monitor and appraise job results; develop a climate that will value information and opinions; integrate functional objectives.
- Maintain professional appraisal assistance by recommending specialized service contracts as required by law.

- Communicate with taxing units, property owners, news media and other governmental agencies.
- Serves as advisor to the Board of Directors by assisting in the preparation of agendas, reports, policies and other matters as required and report regularly on administrative and financial matters.
- Maintain consistent actions across the organization by initiating, coordinating and enforcing human resources policies and procedures.
- Achieve financial objectives by forecasting requirements; developing and monitoring budgets; controlling and reducing costs; optimizing use of HCAD assets; managing and approving expenditures.
- Maintain professional and technical knowledge by providing and participating in appraisal educational opportunities and joining professional societies.

Position Specifications and Qualifications

KNOWLEDGE:

- Advanced understanding of overall appraisal process
- Texas Property Tax Code
- Basic computer processes
- Organizational management

SKILLS:

- Effective written and verbal communication skills
- Presentation
- Managing and measuring work
- Building effective teams

ABILITIES:

- Leadership
- Problem solving
- Planning and prioritizing
- Decision making
- Conflict management

Working Conditions and Physical & Mental Abilities

WORKING CONDITIONS

Positions in this class typically require repetitive motions, walking, talking and hearing, sitting or standing for prolonged periods of time in an office setting.

PHYSICAL & MENTAL REQUIREMENTS

Position requires manual dexterity to operate a computer keyboard and standard office equipment with ability to effectively communicate by phone, e-mail, writing and face to face. The position requires considerable concentration and ability to manage time effectively. The position is subject to stress caused by mandatory deadlines and heavy workload. Requires the ability to ask questions that will bring forth the information needed to make sound decisions.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions as outlined for this position. I agree to comply with all HCAD policies, rules, regulations and standards of conduct relating to my position.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements for this job classification. I understand I may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description.

Chief Appraiser

Location: 13013 Northwest Freeway, Houston, Texas 77040

Department: Office of the Chief Appraiser

Job ID: JRXXX

Full-Time / Exempt

Salary Range: Board Approved

Application Deadline: August 31, 2025

Position Summary

The Chief Appraiser serves as the chief administrator of the Harris Central Appraisal District (HCAD), directing a workforce of approximately 716 professionals and support staff and managing an annual budget of \$110 million in the third most populous county in the United States. This position is responsible for all statutory appraisal functions and reports directly to the HCAD Board of Directors.

The Chief Appraiser oversees the development and submission of the annual appraisal roll to the Appraisal Review Board (ARB), represents HCAD in public and legislative settings, and ensures legal compliance in all appraisal and administrative processes. This role also entails fostering relationships with nearly 500 taxing entities and representing the district in a major national media market.

Duties and Responsibilities

- Lead and develop a high-performing executive and management team.
- Direct appraisal operations and administrative divisions to ensure legal and procedural compliance.
- Prepare and submit the annual budget to the Board of Directors.
- Interpret and enforce laws related to appraisal district operations.
- Develop human resources policies; recruit and retain professional staff.
- Represent the district before taxing units, public bodies, the media, and community organizations.
- Oversee litigation and appeals processes related to property valuations.
- Serve as liaison to the State Comptroller, Legislative Budget Board, and other oversight bodies.
- Testify before the Texas Legislature on matters affecting the appraisal district.
- Ensure transparency and accountability in all internal processes.

Qualifications

Required Education:

- Bachelor's degree with emphasis in administration, management, or appraisal.
- Within 12 months of appointment must complete a comprehensive chief appraiser training institute offered by the Texas Association of Appraisal Districts.

Certifications (must meet at least one):

- Registered Professional Appraiser (RPA) certification (Texas Occupations Code §1151.160)
- MAI designation (Appraisal Institute)
- AAS, CAE, or RES designation (International Association of Assessing Officers)

Required Experience:

- Minimum of 10 years in a senior management role within a property tax administration agency.
- Significant experience in organizational leadership and strategic planning.

Knowledge, Skills, and Abilities

Knowledge of:

- Advanced property appraisal methods and processes
- Texas Property Tax Code
- Organizational and budgetary management
- Media relations and government processes

Skills in:

- Written and verbal communication
- Public speaking and presentations
- Team building and leadership
- Personnel evaluation and coaching

Ability to:

- Plan strategically and prioritize effectively
- Solve complex problems under pressure
- Build consensus among diverse stakeholders
- Lead a large, multidisciplinary team

Working Conditions

Office-based with standard business hours

May involve extended hours during legislative or budget cycles

Requires prolonged periods of sitting, use of computers, and communication via phone and email

Subject to high-pressure decision-making environments

Application Instructions

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