

# COMAL APPRAISAL DISTRICT JOB POSTING

## DESCRIPTION

Position: Director of Operations

Description: This position is responsible for serving as assistant to the Chief Appraiser in all phases of appraisal and district administration. This position is responsible for preparing training materials, manuals, Reappraisal Plans, Mass Appraisal Reports, Annual Reports, MAP review responses, Property Value Study responses, Comptroller Survey responses and litigation responses.

## REQUIREMENTS

Application submitted to Comal Appraisal District (CAD) along with resume.

Graduate of accredited high school or equivalent; a college degree with emphasis in real estate, marketing or business preferred.

An RPA license is required.

At least 5 years of experience in ad valorem tax field and business administration.

Valid Texas Driver's License, proof of auto insurance;

Subject to background check and random alcohol/drug testing.

## BENEFITS

Salary	\$75,000 to \$109,296 (based on experience and education)
Status:	exempt position
Retirement Contribution	7% of Salary with 2.5:1 matching by CAD
Health Insurance	Provided by CAD
Dental Insurance	Provided by CAD
Life Insurance	\$15,000 Provided by CAD
Paid Time Off	25 days accrued per year