

**TARRANT APPRAISAL DISTRICT
EMPLOYMENT OPPORTUNITY**

Position Title
COMMUNICATION SPECIALIST

Class Code
47-8000/ADM

Job Posting
09/16/2024

Examples of Job Duties/Responsibilities

- Assists senior management in developing a comprehensive internal communications plan and oversees implementation and operation of components of such internal communication programs.
- Assists senior management in developing certain external communications programs, including but not limited to the district's responsibilities under the Public Information Act, and oversees implementation and operation of components of such communications programs.
- Receives, logs, distributes to appropriate District staff and attorney(s), monitors timely response to, and maintains records of all Public Information Act requests received by the district.
- Assists Executive Director/Chief Appraiser in determining how to respond to Public Information Act requests received by the district, including researching applicable legal requirements and consulting with District's other staff and attorneys as needed to match requests to information the district holds, to identify third parties whose personal or proprietary interests may be implicated, to estimate staff and data processing times required to compile response, etc. Oversee the District's carrying out the steps determined to be needed within the time and in the manner required by the Act.
- Drafts for review by Executive Director/Chief Appraiser notices to third parties, correspondence asking Requestor for clarification or discussion of vague or overly broad requests, correspondence asking Attorney General to determine whether information is subject to an exception, District's response to the Public Information Act request, and other associated documents. Finalizes and delivers such correspondence and other documents within the time and in the manner required by the Act.
- In cooperation with senior management and others, including where appropriate the District's Taxpayer Liaison and attorneys, researches and drafts recommended responses to inquiries from property owners and taxing units in Tarrant County and local media outlets. Otherwise assists senior management with drafting and distributing communications with property owners and taxing units in Tarrant County, with local media outlets, and with the public at large.
- Maintains social medial presence for district to keep community informed of key events or items of interest.
- Manages public outreach and speaker requests to give presentations and inform public about TADs role in property tax system. Prepares and gives presentations individually or with assistance from management based on availability and audience size.
- Acts as a resource for the district, property owners and taxing units in Tarrant County, and public at large regarding public information issues.
- Maintains knowledge of skills, processes, and best practices in the areas of responsibility.
- Performs all other related duties as assigned.

Position Qualifications:

Skills/Abilities:

- Communicating effectively in writing and verbally both one-on-one and in groups.
- Researching, analyzing, and applying large amounts of detailed statutory and administrative materials.
- Planning analytically and strategically.
- Organizing and analyzing complex technical and legal information and articulating it clearly and effectively to others.
- Recognizing the need for and strictly observing confidentiality required by law.
- Treating all property owners equally and fairly.
- Working cooperatively with officers and staff at all levels of the District, Tarrant Appraisal Review Board, taxing units, tax assessor-collectors, and law firms representing the district.
- Practicing sound leadership and team-building skills.

Education/Experience:

- Graduation from an accredited four-year college or university with a degree in communications, public administration, business management, human resources development or a related field or an equivalent combination of education/training and experience relevant to job duties and responsibilities described above.
- At least five years of public administration or management experience or equivalent experience relevant to the duties and responsibilities described above.

Other Aspects of the Job:

- Must develop and maintain a sound knowledge of Tarrant Appraisal District purposes, policies and procedures through self-study and courses District provides or approves.
- Must develop and maintain a sound knowledge of the Texas Public Information Act through self-study.
- Must commit to teambuilding and teamwork.

Salary Range

\$44,949-\$93,043 subject to qualifications and experience

Benefits

Medical, dental, and life insurance; excellent paid vacation and sick leave, 13 paid holidays; retirement plan; deferred compensation plan; an opportunity to be a part of a terrific team!

Applications (for current TAD employees, Job Bid Applications) required. Application forms issued/completed applications accepted online at TAD.org

**Tarrant Appraisal District
2500 Handley-Ederville Road
Fort Worth, Texas 76118-6909**

Completed applications and job bids accepted until: 5:00 PM. Monday, September 30, 2024

Conditions of Employment: Previous employment and any additional qualifications will be subject to verification. Persons selected must pass a drug test and criminal background checks before job placement. If driving is a job requirement, a driver's license and driving record check will be conducted.

The Tarrant Appraisal District is an equal employment opportunity employer.