

**Travis County
Commissioners Court**



APPLICATION PACKET

for

**Appointment to the
Travis Central Appraisal
District Board of Directors
(TCAD)**

August 25, 2015

August 25, 2015

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: **TCAD Application Process, Timeline and Application**

Attached is the Travis Central Appraisal District (TCAD) Board of Directors Application Packet. Included in the packet are:

1. a description of the history and mission of TCAD;
2. a summary of the qualifications the County is seeking in its appointees; and
3. an application form.

The deadline for receipt of completed applications is 5:00 p.m. on Friday, September 25, 2015.

Applications may be submitted to:

Travis County Commissioners Court
Attn: Intergovernmental Relations Office
700 Lavaca, Suite 360
Austin, Texas 78701

Applications may also be submitted electronically in PDF format to:

IGR@traviscountytx.gov

Electronic copies of this packet can be requested by calling Julie Wheeler at (512) 854-4774 or emailing Julie.Wheeler@traviscountytx.gov. Also, paper copies of the application packet can be picked up at the IGR Office address noted above.

Call for Applications to the Travis Central Appraisal District (TCAD) Board of Directors

The Travis County Commissioners Court is seeking applications from qualified individuals to serve on the Travis Central Appraisal District (TCAD) Board of Directors. TCAD is governed by a 10-member Board of Directors, which is primarily responsible for the hiring of the Chief Appraiser as well as approving the annual budget. Travis County appoints two members of the Board of Directors, who serve staggered two-year terms. There are no term limits on the TCAD Board. Travis County has one seat on the board that will become vacant on January 1, 2016.

The Travis Central Appraisal District, founded in 1981, appraises property in all of Travis County. It covers an area of approximately 873 square miles and is responsible for almost 380,000 tax accounts. The Appraisal District's primary responsibility is to develop an annual appraisal roll for use by taxing units in imposing *ad valorem* taxes on property in the district.

The TCAD Board typically meets the second Tuesday of every month.

ELIGIBILITY:

- Must be a resident of Travis County
- Must have resided in the county for at least two years immediately preceding the date taking office
- An employee of a taxing unit participating in TCAD is not eligible to serve unless the individual is also a member of the governing body or an elected official of a taxing unit participating in the district

DISQUALIFICATIONS:

- A person is ineligible if he or she owes delinquent property taxes
- A person may not be appointed or continue to serve on the board, if related within the second degree of consanguinity or affinity to TCAD staff or a person who represents property owners for compensation before the TCAD's appraisal review board

- Appraised property or represented owners in proceedings before TCAD within the last five years
- Has substantial interest in a business that has a contract with TCAD

TRAVIS COUNTY

TRAVIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

APPOINTMENT APPLICATION

(Applications must be submitted in this format. Please do not retype or reformat.)

Name:		
Spouse's Name:		
Home Telephone #	Work Telephone #	Fax #
Email Address		Cellular # (Optional)
Present Job title & job description: 		
Profession:		
Home Address (STREET/P.O. BOX, CITY, STATE, ZIP)		Employer and Employer's Address
County:		

EDUCATION/TRAINING:

High School or equivalent (G.E.D.)	
Undergraduate School:	Year Graduated:
Graduate School:	Year Graduated:
Licenses/Certifications:	Year Graduated:

Name:

EMPLOYMENT AND CAREER HISTORY:

FINANCE AND ADMINISTRATION EXPERIENCE:

PUBLIC SERVICE (include participation in local, state, and federal governmental processes):

Name:

CIVIC PARTICIPATION AND COMMUNITY LEADERSHIP ROLES:

SKILLS AND EXPERIENCE:

- | | | |
|--|--|---|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Finance/ Budget | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Administration Management | <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Operations |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Government | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Health Care | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Education | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Legal | <input type="checkbox"/> Writing/ Communication |
| <input type="checkbox"/> Other: _____ | | |

NOTE: PLEASE ATTACH A RESUME.

**TRAVIS COUNTY
TRAVIS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS
APPOINTMENT APPLICATION**

Name:					
Date of Birth	Driver's License # or DPS I.D. #	Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ethnicity: (Optional)	<input type="checkbox"/> White	<input type="checkbox"/> African-American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian	Other: _____

How did you learn about this vacancy?

<input type="checkbox"/> County website	<input type="checkbox"/> Facebook/Twitter/Other Social Media	<input type="checkbox"/> Professional/Civic Organization
<input type="checkbox"/> Friend/Associate	<input type="checkbox"/> News Story	
Other:		

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

I agree to file the attached non-conflict of interest affidavit prior to being considered for an appointment by Travis County. I further agree to file an amendment in the event my status should change during my tenure on a county board.

Printed Name

Applicant's Signature

Date

Return completed application and attachments via mail to:
Travis County Commissioners Court
Attention: Intergovernmental Relations Office
700 Lavaca Street, Suite 360
Austin, Texas 78701

Or via email to IGR@traviscountytexas.gov.

