

Posting Dates: 1/13/2017 – 3/3/2017
 All applicants must apply online at DART.org
 (www.dart.org/hr/humanresources.asp)

DALLAS AREA RAPID TRANSIT JOB POSTING

(* indicates requisition 5159)

Job Title*: Chief Appraiser	Pay Grade*: SI2 / Salary commensurate with experience and education
Section*: Program Delivery	Job Code: 0976
Division*: Headquarters	FLSA/EEO: Exempt / Professionals
Department*: Rail Program Development	

GENERAL SUMMARY:

Performs real estate appraisal services to include assignment, coordination and review of outside appraisals; performs appraisals and acts as a review appraiser of internal appraisals for Dallas Area Rapid Transit (DART) under the direction of the AVP of Real Estate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepares and reviews appraisals to ascertain "just compensation" for real estate acquisitions.
2. Monitors the progress of appraisals and contracts.
3. Provides estimate of cost for appraisal services. Negotiates independent appraisal contracts as appropriate. Approves payment for independent appraisal work.
4. Interfaces with independent appraisers, real estate brokers, and various authority departments as required.
5. Recommends appraisal requirements, policies and procedures, and contributes to their development and implementation.
6. Prepares right-of-way cost estimates for planning purposes and develops annual budget estimates for projected right-of-way costs.
7. Schedules appraisal work in accordance with established time schedules.
8. Performs other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Note: An equivalent combination of related education and experience may be substituted for the below stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

1. Bachelor's degree from an accredited college or university in Real Estate or related field.
2. Six (6) years journey-level experience in real estate appraisal in a corporate/public sector setting, including certified general review of the work of other appraisers.
3. Must be licensed as a Certified General Appraiser by the Texas Appraiser Licensing and Certification Board.
4. Knowledge of principles and practices of appraising all types of real and related personal property for acquisition, condemnation, sale and/or rental; laws pertaining to appraisal, condemnation, acquisition and disposition of land and/or improvements.

5. Operates DART non-revenue vehicle as required.
6. Valid Texas Class C drivers license, no Driving While Intoxicated (DWI) convictions within the last sixty (60) consecutive months, not more than (1) DWI on driving record, and not more than three (3) convictions of moving violations within the last thirty-six (36) months in order to operate DART non-revenue vehicles.
7. Ability to demonstrate a fiduciary obligation of section division, department and DART in handling materials and information of a confidential nature.
8. Proficiency with software applications to include word processing, database, spreadsheet and personal computer and established telecommunications equipment.
9. Ability to be dedicated to meeting the expectations and requirements of internal and external customers.
10. Ability to provide challenging and stretching tasks and assignments to direct reports; supports equal and fair treatment and opportunity for all; cooperates with the developmental system in the organization.
11. Ability to settle disputes equitably; can find common ground and get cooperation with minimum noise.
12. Ability to blend people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team.
13. Ability to scope out length and difficulty of tasks and projects; measures performance against goals.
14. Ability to use rigorous logic and methods to solve difficult problems with effective solutions.
15. Ability to figure out the processes necessary to accomplish tasks; can facilitate effective brainstorming and build consensus among team members; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.

REPORTING RELATIONSHIP:

Reports to AVP Real Estate

WORKING CONDITIONS:

Works in an environment where there is minimum exposure to dust, noise, or temperature. May be moderately exposed to unpleasant working conditions to include dust, noise, temperature, weather, petroleum products, and chemicals while visiting DART's operating facilities, assuming incumbent is observing all policies and procedures, safety precautions and regulations, and using all protective clothing and devices provided.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. The statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may perform other duties as assigned.

DART is proud to be an Equal Employment Opportunity Employer supporting diversity in the workplace.