

OKLAHOMA REAL ESTATE COMMISSION
SECRETARY-TREASURER (EXECUTIVE DIRECTOR)
UNCLASSIFIED POSITION

The mission of the Oklahoma Real Estate Commission is to safeguard the public interest (in regards to real estate activities) and provide quality services by assisting and providing resources (to licensees and the general public); encouraging and requiring high standards of knowledge and ethical practices of licensees; investigating and sanctioning licensed activities; and through the prosecution of any unlicensed person who violates the Oklahoma License Code and Rules.

The Oklahoma Real Estate Commission is a non-appropriated regulatory state agency. The Commission is overseen by seven Commissioners who are appointed by the Governor to serve for 4-year terms. OREC has an annual budget of approximately 2 million and revenues are generated from fees and fines received by the agency.

Position ID: 58800010

Number of Positions: 1

Salary: Commensurate with Experience (Salary will not exceed legislative maximum as per Oklahoma State Statute 74-3601.2)

Work Location: Denver N. Davison Building 1915 N. Stiles, Suite 200 OKC, OK 73105

Opening Date: September 12, 2012 Closing Date October 10, 2012 4:30 pm.

General Statement of Duties

This position works under the direction of the Commissioners and is responsible for organizing and directing the operation of the Oklahoma Real Estate Commission.

Distinguishing Features of the Position

An employee in this position has a high level of responsibilities in both legislative and administrative duties. Leadership abilities, sound judgment, initiative, strong communication skills, work planning and organizational skills are needed to effectively perform the work.

Essential Duties and Responsibilities

- Maintain a complete and permanent record of all proceedings of the Commission.
- Employ and maintain staff as authorized in approved budget; secure and maintain adequate office facility; secure and maintain adequate office equipment and supplies.
- Delegate employee supervisory responsibilities; specify and assign work responsibilities; direct preparation of agendas for Commission business meetings; supervise recording of minutes of Commission meetings and hearings.
- Coordinate the scheduling of hearing dockets, serve notice of hearings on proper parties and issue orders of decisions relating to such hearings.
- Supervise preparation of "annual budget work program" and "annual budget request program" for approval of Commission; supervise preparation of monthly financial report to Commission and reconciliation of funds.
- Submit recommendation to Commission relative to policies, rules and statutes.
- Direct investigations of questionable licensee activity; and refer results of investigations to Commission.
- Act as agency appointing authority for personnel actions, fiscal matters, risk management, disaster recovery, etc.

- Pursue legislation pertaining to the Real Estate Commission and coordinate with the Senate and House of Representatives.
- Administer the qualifications process for license applications and education entities and instructors.
- Administer the Education and Recovery Fund and education projects for licensees, educators and the general public.
- Monitor industry issues and provide the Commission with information.
- Coordinate with related governmental and industry related organizations.
- Speak before legislative committees, make public speaking appearances and speak with the media on behalf of the Commission.
- Other duties and responsibilities as directed by the Commission.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Demonstrated organization, administrative and financial management skills including ability to perform detailed work accurately and efficiently.
- Considerable knowledge of real estate law and brokerage principles and practices.
- Considerable knowledge of the legislative process to include a strong understanding of operating a state regulatory agency.
- Working knowledge of modern effective supervisory principles and practices and ability to supervise and use motivation and communication techniques effectively.
- Ability to establish and maintain effective working relationships with subordinates, Commissioners, legislative members and staff, peers, committee members, licensees, general public as well as members of other organizations.
- Ability to interpret and explain laws, rules and policies as well as prepare rule revisions and to exercise good judgment in the application of laws, rules and policies.
- Demonstrated superior writing skills and oral communication skills.

Desirable Education and Experience

No specific education required. However, the executive director must possess above skills, knowledge and qualities which may result from formal education or at least five years' experience in the real estate industry, public administration, or related areas.

Special Requirements

- Final candidates may be required to submit to a state and national background check.
- If not already a real estate licensee regulated by OREC the executive director shall be administered and pass the Oklahoma Real Estate Broker examination within the first year of employment.
- If the Executive Director is already in possession of a regulatory license overseen by the State of Oklahoma they will be required to place that license in an inactive status.

Pay and Benefits:

The State of Oklahoma provides a comprehensive benefits package including excellent retirement plan, low cost health and dental plans, life and disability, deferred compensation, ten paid holidays a year, annual and sick leave accrued each pay period, and annual longevity bonuses after two years of service.

Physical Requirements

While performing the duties of this job, the executive director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Travel

The executive director must be able to travel to attend conferences, training and other events as required in order to acquire and maintain proficiency in fulfilling the responsibilities of the position. Some portions of travel are required at the expense of the employee to be reimbursed within 45 days of submitted, approved claim in accordance with the Oklahoma Travel Reimbursement Act.

Application Process

To apply, please submit resume and cover letter via email to lisa.hays@orec.ok.gov, Fax to 405-521-2189, or mail to OREC, Attention: Lisa Hays, Business Manager, 1915 N. Stiles, Suite 200 Oklahoma City, Oklahoma 73105. For questions concerning the position, please contact Lisa G. Hays, Business Manager at 405-521-3387 or toll free 866-521-3389 or email question to aforementioned email.

*****Application information must be received no later than October 10, 2012 by 4:30 pm. *****

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability