

**UNCLASSIFIED**

**(Administrative Programs Officer-Licensing Coordinator)  
Recruitment #090921-UNCL-131**

<b>Department:</b>	<b>Oklahoma Accountancy Board</b>
<b>Work Location:</b>	<b>Oklahoma City</b>
<b>Date Opened:</b>	<b>9/18/2009 8:00:00 AM</b>
<b>Filing Deadline:</b>	<b>Until Filled</b>
<b>Salary:</b>	<b>\$38,00 - \$48,00/year</b>
<b>Full or Part Time:</b>	<b>Full-Time</b>

**INTRODUCTION**

**DO NOT apply for this position through the Office of Personnel Management.**

**APPLICATION INSTRUCTIONS:**

The Oklahoma Accountancy Board is accepting applications for the position described below. Applicants should apply in writing to: The Oklahoma Accountancy Board, Attention Human Resources, 4545 N. Lincoln Boulevard, Suite 165, Oklahoma City, OK 73105 or via email [generic@oab.ok.gov](mailto:generic@oab.ok.gov). This posting will remain open until position is filled.

Anyone interested in being considered must submit a resume, cover letter and a list of reference sources to Human Resources prior to the closing date and time specified on this notice.

**POSITION: Licensing Coordinator**

**JOB LOCATION: Oklahoma City**

**BASIC PURPOSE**

Responsibilities assigned to this position will involve professional level work in managing, coordinating or directing a major phase of a comprehensive or specialized operating program, providing staff services in various management areas, direction of a major operating division, program, unit, or functional area, or similar responsibilities. This includes serving as an operating program manager assigned administrative program responsibilities, coordination, promotion, and improvement of the program, providing services in the areas of formulating agency policies or operating procedures, human resources administration or other management functions, supervising specialized agency services, performing highly technical managerial or administrative support duties for executive level positions, and other comparable responsibilities.

**TYPICAL FUNCTIONS**

- ♦ Receives reviews and processes reciprocal applications, verification of experience forms, substantial equivalence notifications and interim registrations.
- ♦ Plans, organizes and/or directs a component of the agency established to accomplish a basic goal or mission of the agency.
- ♦ Provides administrative support for executive level positions.
- ♦ Assists with enforcement, including the preparation and maintenance of docket files and maintains data on cases which require Respondents to file or meet additional requirements as ordered by the OAB.
- ♦ Interprets and advises agency personnel and the general public on program rules, regulations and laws governing the operation of the agency, division or department program.
- ♦ Prepares administrative, statistical and/or fiscal documents pertaining to departmental activity.
- ♦ Advises on future resource requirements, priorities for programs and activities; estimates timetables for accomplishing

assigned activities; develops policies, rules, and regulations consistent with state and federal laws pertaining to the administration of programs.

- ♦ Process certificates of good standing or interstate exchange forms.
- ♦ Creates monthly Board minutes.
- ♦ Plans, develops and conducts training, seminars, meetings, or clinics as required; represents the agency at meetings, seminars, and conferences.
- ♦ Compiles list of all approved successful candidate; reciprocal and reinstatement applications; firm registrations; experience verifications and certification applications for each Board meeting.
- ♦ Drafts policies and procedures.
- ♦ Reviews proposed legislation and recommends changes.
- ♦ Other duties as assigned,

## KNOWLEDGE, SKILLS, & ABILITIES

This position requires knowledge of the methods of organization and management; of public administration; of agency policies and procedures; of the legislative process; of basic research and statistical techniques; and of federal and state laws and regulations relating to administration of the program; as well as the ability to establish and maintain effective working relationships with others; to communicate effectively, both orally and in writing; to establish and develop training programs; to exercise good judgment in analyzing situations and making decisions; and to organize and present facts and opinions.

## GENERAL REQUIREMENTS

This position involves the direction or management of the Licensing Program. Responsibilities include program development, direction, planning, and evaluation and organizing and coordinating program services and activities. Incumbents will be given administrative freedom to plan, develop, and organize all phases of the work necessary for its completion within broad program guidelines. The successful candidate must have the ability to maintain effective working relationships with others, to handle confidential work; to interpret and handle routine matters in accordance with agency policy, and to follow oral and written instructions. Possess knowledge of spelling, punctuation, business English, business mathematics and modern office methods and procedures in the maintenance of complex records.

## EDUCATION AND EXPERIENCE REQUIREMENTS

A bachelor's degree and five years of professional or technical administrative\* experience in business or public administration

\*Technical administrative experience would include highly complex clerical work gained under the direct supervision of a professional supervisor or manager.

## WORKING CONDITIONS

Work will be performed in an office setting with extensive use of computer and phone technology for communication. The position requires a persistent ability to balance and plan for many competing demands while completing required work on schedule and meeting deadlines. Some overtime may be required.

## NOTES

The OAB is an Equal Opportunity Employer. A conditional offer of employment to the final candidate will be contingent upon the results of a criminal background check. Credit check may also be required. Veteran's preference points do not apply to this position. A valid Oklahoma driver's license is required.

## CONCLUSION

**This posting is for an unclassified position. Veteran's preference points apply only for initial appointment in the classified service.**

## BENEFITS

This is a full-time unclassified state position with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance.