

JOB ANNOUNCEMENT FOR AREC ASSISTANT DIRECTOR

Adopted April 22, 2014

Organization

The Alabama Real Estate Commission (AREC) is a non-general fund regulatory state agency and is overseen by nine Commissioners who are appointed by the Governor to serve for five year terms. The mission of AREC is to safeguard the public interest regarding real estate activities and provide quality services and resources to licensees and the general public.

Position

Serving at the pleasure of the AREC Commission, the Assistant Director is responsible to and supervised by the Executive Director. The Assistant Director assists in administering the Real Estate License Law, Timeshare Law, and Recovery Fund by directing the operations of the Commission and overseeing the Commission staff. The Assistant Director collaborates with the Executive Director to develop and implement the strategic plan; aligns budgetary and staff priorities; oversees the application of the operational plan; builds relationships with stakeholders; assists with legislative matters; and provides management and supervision to its programmatic divisions of licensing, education, auditing and investigations. Additional detail regarding the position is available by request.

Minimum Qualifications

Minimum qualifications include a Bachelor's degree in business, public administration, education, and real estate and/or related degree from an accredited college or university. A Master's degree in business, education, public administration, real estate and/or related advanced degree from an accredited college or university is preferred. At least 8 years of experience in leadership, program management, supervisory and fiscal management experience is required. Experience in the real estate industry is preferred. An equivalent combination of advanced education and experience may be considered.

Salary and Benefits

Salary is set by Commissioners as approved by the Alabama State Personnel Board. Information regarding benefits will be provided to final candidates.

Additional Requirements

Final candidates in the job search will be required to submit to a state and national background check. If the selected candidate is already in possession of a real estate license, he/she will be required to place that license in an inactive status. Some travel and weekend work is required; however, most business is conducted Monday through Friday in Montgomery, Alabama. Therefore, the individual hired will be required to live in or around the Montgomery, AL area.

Applications

Applications should be submitted, by email only, to Sharleen Smith, Job Search Consultant, at ssmith@outreach.aum.edu. Applicants should include a current resume and cover letter explaining interest and detailing leadership, managerial, and programmatic experience. Please be aware your resume and cover letter will become a public record. Additionally, please include 3 professional references and the contact information where we may reach them. References should be individuals with whom you have worked and can answer questions regarding your managerial experience and performance. Applications deadline is COB Central Time on May 24, 2014. The Job Search Consultant is not responsible for late receipt or missing applications. Confirmation of application receipt will be given.

Alabama Real Estate Commission is an equal opportunity employer.