

JOB ANNOUNCEMENT FOR EXECUTIVE DIRECTOR

Alabama Real Estate Commission

Announcement Date: February 28, 2020

Application Deadline: April 3, 2020

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's 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 Commissioners, the Executive Director is responsible for administering the Real Estate License Law, Timeshare Law and Recovery Fund by directing the operations of the Commission, overseeing the Commission staff and all governmental affairs responsibilities. The Executive Director collaborates with the Commissioners to develop and implement the strategic plan, aligns budgetary and staff priorities; oversees the application of the operations plan, builds relationships with all stakeholders; acts a spokesperson for the Commission; recommends new legislation; liaises with legislators; and provides leadership and direction to its programmatic divisions of licensing, education, information technology, auditing, legal and investigations. Additional detail regarding the position is available by calling 334.353.0856.

Minimum Qualifications

Minimum qualifications include a master's degree in management, business, public administration, real estate or related degree from an accredited college or university. At least 15 years of experience in leadership, program management, supervisory and fiscal management experience and at least 5 years of experience working in governmental affairs is required. Experience in the real estate industry or regulation is preferred. An equivalent combination of advanced education and experience may be considered.

Salary and Benefits

Salary will be commensurate with education and experience. 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 on an inactive status. Travel and weekend work are required; however, most business is conducted Monday through Friday in Montgomery, Alabama. The individual selected for this position will be required to live in or around the Montgomery area.

How to Apply

Send a resume and cover letter explaining interest and detailing leadership or managerial experience by mail, fax or hand deliver to the Alabama State Personnel Department. The deadline is 5:00 p.m. on April 3, 2020. Please be aware your resume and cover letter will become public record. The Alabama State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions. Mail to Alabama State Personnel Department, P. O. Box 304110, Montgomery, AL 36130-4100, hand deliver to Alabama State Personnel Department, 64 North Union Street, Suite 300, Montgomery, AL or fax to 334-242-1110.

Alabama Real Estate Commission is an equal opportunity employer.