

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
DIVISION OF COMMERCIAL  
LICENSING AND REGULATIONS**

**Class Code: 02754700**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible administrative and supervisory work assisting the Director or Deputy Director in planning, coordinating, implementing and controlling the statutory functions of the Division of Commercial Licensing and Regulation in the Department of Business Regulation; to assist the Department Director or the Deputy Director to plan, direct, and supervise the various sections within the Division of Commercial Licensing and Regulation; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in general outline with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, provisions of laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of professional, technical and clerical personnel in the Division of Commercial Licensing and Regulation.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, supervise and direct section chiefs and a clerical and licensing staff in the issuance and renewal of individual and company licenses in the Division of Commercial Licensing and Regulation.

To assume administrative responsible for the Division of Commercial Licensing and Regulation including specified licensing activities, the division's budget, and the establishment and storage of records related to the division.

To participate in staff meetings in the development and clarification of policies and procedures.

To serve as a representative of the department before legislative committees, trade associations, various agencies of state government and the public.

To assist in the establishment and coordination of uniform licensing and regulatory policies.

To assist consumers and licensees in connection with the statutory obligations of the division.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of business administration practices including accounting principles; a thorough knowledge of the licensing activities of the division; a working knowledge of administrative planning and the ability to plan, coordinate, organize and supervise the work of a staff of subordinates, conduct investigations and prepare reports, recommendations and decisions on facts developed therein; the ability to meet and work effectively with officials of other states and local government agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration, including or supplemented by courses in advanced accounting; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory and administrative position related to consumer protection and licensing in a public regulatory agency or in private industry, which has involved the application of modern business principles and techniques.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 26, 1987

Editorial Review: 3/15/03