

CLASS TITLE:

**EXECUTIVE DIRECTOR,
CONTRACTORS' REGISTRATION
BOARD**

Class Code: 02521800

Pay Grade: 37A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management of the Contractors' Registration Board programs; which include the implementation, representation and execution of the boards' policies and plans, regulations, and claim management programs, inclusive of commercial roofers program, and other related work as required.

SUPERVISION RECEIVED: Works in conjunction with the State Building Commissioner and the Board; work consists of written reports, conference for conformance with established objectives policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and reviews the work of subordinates staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the management of the Contractors' Registration program, which includes the implementation, representation, and execution of the Board's policies and plans, policy analysis and personnel management.

To be responsible for the development and preparation of the Contractors' Registration and claims program, and to ensure such as program is carried out to conform with the state law, as well as enforcement of registration of contractors.

To be responsible for providing administrative and technical assistance in the formulation and execution of the Board's policies, procedures, rules and regulations.

To consult with the members of the Boards staff and Board members, regarding the development and coordination of a work plan based upon management objectives.

To be responsible for the supervision and operation of office of functions, including a records maintenance system, and information system, the preparation of the annual budget, the preparation of financial reports, and authorization of operating expenses.

To be responsible for developing commercial roofing requirement and thorough knowledge of RIGL 5-6 and RIGL 5-73.

To be responsible for developing, preparing, and submitting the programs annual report.

To be responsible for coordinating the Boards programs; to represent the Board at various meetings and conferences.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques needed for developing a comprehensive system and a coordinated array of service and other assistance in support of the Contractors' Registration Board, the registered contractors; and the consumer complaints, due to faulty construction the ability to apply such knowledge in planning, developing, administering, monitoring, and evaluating a statewide system of contractor's registration in order to eliminate construction faults; the ability to effectively interpret and implement the State Building Code, State laws and regulations relating to residential construction; the ability to coordinate and collaborate with other advocate groups, private agencies, public officials, federal and state agencies, and the general public to provide and obtain technical assistance in the areas of planning, policy, public

awareness, and training; the ability to represent the Contractors' board on state, regional, and national committees; the ability to effectively prepare and administer a budget for programming and operating expenses; the ability to provide administrative and technical assistance in the formulation and execution of the Board's policies, procedures, rules and regulations; the ability to articulate and disseminate the Board's objectives and purpose, as it relates to current and future trends; the ability to plan, direct, coordinate, supervise, and review the work of investigating and clerical staff; provide the courts with proper records and testify to contractors' records with the Board.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with standing with at least an associate's degree in management, retail business, public administration, or a closely related field; and

Experience: Such as may have been gained through: minimum five (5) years in a responsible administrative and supervisory position, involving the development and administration of a program of mediation, arbitration, training, and working with a board of directors on programs related to construction practices.

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

Class Revised: November 19, 2000

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