

# **ADMINISTRATOR**

## **for the Construction Industries Board**

Provides executive leadership for Governor-appointed Board of state agency. Performs complex and comprehensive professional and administrative work in planning, organizing, directing, and evaluating management and operations of Oklahoma Construction Industries Board. Programs managed include licensing, examination, consumer complaints, administrative hearings, and continuing education requirements. Supervises professional level field staff in providing variety of services and assistance to licensees. Coordinates with professional trade organizations and carries out Board's legislative, fiscal, and strategic agendas.

### **EXAMPLES OF JOB DUTIES:**

1. Provides executive leadership and management of non-appropriated, self-funding state agency under direction of independent Board.
2. Directs/supervises professional staff and maintains personnel policies and procedures.
3. Responsible for human/physical resources and overall agency operations.
4. Develops/recommends/interprets statutes, policies, rules, and regulations.
5. Reviews administrative audits; program activities, effectiveness, quality of service; develops strategic plan and accountability measures.
6. Provides leadership to trade, program, and technical committees as needed.
7. Carries out board's fiscal, administrative, and legislative agenda, working with legislature, staff, and other govt officials to achieve board objectives.
8. Develops annual budget and manages funds for agency.
9. Develops strategies to increase program and financial stability of agency.
10. Plans and prepares agendas for Board, coordinating with counsel for this activity and in other areas such as hearings and submission of rules.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree preferably in field of business, management, public policy or field related to technical areas and at least five (5) years of professional or technical administrative experience preferably in state government or an equivalent combination of education and experience.

**A complete job description is available at the  
Construction Industries Board web site at:  
[www.cib.state.ok.us](http://www.cib.state.ok.us)**

Applications must be received by 4:00 PM June 17, 2011  
E-mail resumes to: [sarahm@cib.state.ok.us](mailto:sarahm@cib.state.ok.us)

or Mail to:  
Human Resources  
Construction Industries Board  
2401 N.W. 23, Suite 5, Oklahoma City, OK 73107