

**OKLAHOMA REAL ESTATE COMMISSION
EDUCATION AND LICENSING PROGRAM DIRECTOR
UNCLASSIFIED POSITION**

General Statement of Duties

Performs administrative, coordinative, supervisory, and professional adult education and training work within the education and licensing department for the Oklahoma Real Estate Commission.

Distinguishing Features of the Position

An employee in this position is responsible for supervising the processing and review of real estate license applications, the administration of real estate examinations and the issuance of licenses; coordinating and administering the Commission's education program and performing highly responsible adult education duties. Sound judgment, initiative, work planning and organizational skills are needed to effectively perform the work. This position reports to the Executive Director.

Position ID: 58800024

Number of Positions: 1

Salary Range: \$3,800.00 - \$4,360.00 per month plus benefits

Work Location: Shepherd Mall 2401 NW 23rd, Suite 18 Oklahoma City, Oklahoma 73107

Opening Date: **October 25, 2007** Closing Date: **November 2, 4:30 p.m.**

Essential Duties and Responsibilities

- Responsible for the application, examination, educational and licensing segments for the Oklahoma Real Estate Commission.
- Responsible for supervision and direction of the application, examination, education, licensing and optical imaging department.
- Coordinates the administration of the real estate examination process and the approval of license applicants.
- Coordinates the administration of the education program for pre-license, post-license and continuing education.
- Drafting and editing educational newsletters for instructors and licensees.
- Assists in composing and reviewing examination questions.
- Coordinates the activities of special educational committees appointed by the Commission.
- Conducts or coordinates semi-annual instructor orientation seminars.
- Monitors real estate offerings.
- Performs other related duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of real estate law and brokerage principles and practices.

Considerable knowledge of principles and theories of education, especially adult education, as well as educational trends, developments and instructional methods and practices.

Working knowledge of the state's adult education delivery systems and of the pertinent laws, rules and regulations governing such delivery systems.

Working knowledge of modern effective supervisory principles and practices and ability to supervise and use motivations and communication techniques effectively.

Skill in development of detailed course materials for use by instructors and students.

Demonstrated excellent instructional skills.

Demonstrated organizational and administrative skills, including ability to organize and perform detailed work accurately and efficiently.

Demonstrated superior writing skills and oral communication skills.

Ability to establish and maintain effective working relationships with superiors, peers and subordinates, as well as with licensees, the general public, Real Estate Commissioners, advisory committee members, course sponsors and instructors, and members of other organizations.

Ability to interpret and explain laws, rules and policies relating to the real estate education and licensing programs, to assist in preparing rule revisions and to exercise good judgment in the application of laws, rules and policies.

Basic typing and computer skills.

Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, talking, hearing and repetitive motion.
- Must be able to lift boxes of course material and educational equipment up to 35 lbs.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and reports, to read extensively and to operate a computer.

Desirable Education and Experience

Graduation from an accredited college or university with a bachelor's degree in adult education or education and considerable experience in teaching and curriculum development, preferably with adult education, and at least one year of experience in real estate brokerage; or an equivalent combination of education and experience. Coursework and/or experience in adult education, especially experience in real estate education, is preferred.

Special Requirements

- Possession of an Oklahoma Real Estate Brokers license is preferred but not required.
- Travel will be required of the employee at his or her own expense to be reimbursed within 45 days of submitted claim.

Application Process

Those wishing to apply please submit a completed OPM Employment Application which can be located at www.opm.ok.gov along with a current resume and two letters of reference. Applications need to be received by no later than 4:30 p.m. on Friday November 2, 2007. Applications can be faxed to 405-521-2189 Attention: Lisa Hays or sent to the following address:

Oklahoma Real Estate Commission
Attention: Lisa G. Hays, Business Manager
Shepherd Mall
2401 NW 23rd, Suite 18
Oklahoma City, Oklahoma 73107

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