THE CONTRACTORS STATE LICENSE BOARD
INVITES APPLICATIONS FOR THE POSITION OF

Registrar of Contractors
622-501-8941-001
$9,399.00 - $10,472.00 (per month)

With the approval of the Department of Consumer Affairs' Director, the Registrar is hired by the Board and serves at its pleasure. The Registrar is responsible for carrying out the policies of the 15-member Board and for planning, organizing, and directing Board activities in the areas of administration, enforcement, information technology, and licensure. The Registrar maintains and enforces the overall policies established by the Board and relating to Board programs, under the authority of Business and Professions Code sections 7000 *et. seq*. The position is exempt from civil service, and is located in Sacramento, California.

All applicants must possess the following qualifications:

1. Knowledge of and managerial experience in the application of State law and regulatory and promulgation processes, including appearing and advocating before legislative committees, developing and implementing regulations and legislation, and working successfully with the Executive and Legislative State government branches;
2. Knowledge of the design and construction industry, and the ability to recognize changes and trends as they relate to the Board operations and recommend and/or implement effective courses of action in response to those changes;
3. Extensive experience at the managerial level in executive and public administration, personnel management, and leadership; and the ability to provide oversight and direct multi-disciplinary staff;
4. Extensive experience in strategic planning and the ability to develop and lead initiatives that advance the organization's mission; and
5. Experience working with and carrying out direction from a board, committee or commission.

In addition, the following qualifications are desirable:

- A baccalaureate degree from an accredited college or university, and preferably an advanced or professional degree in public policy, administration, political science, design or construction;
- Knowledge of current consumer issues facing the Board and the licensed professions;
- Ability to communicate effectively with all levels of individuals;
- Demonstrated ability to work within a large organizational or governmental structure;
- A consultative approach to problem-solving and the ability to facilitate coalition-building.

SPECIAL REQUIREMENTS: Fingerprint Clearance

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

All persons interested in this position must submit:

1. An electronic or hard copy résumé/curriculum vitae;
2. A completed and signed State application (Std. 678); and
3. A two-page **Statement of Qualifications** that specifically addresses the first five (5) required qualifications identified above to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: Eileen Fuller
Or via email to: Eileen.Fuller@dca.ca.gov

All submissions must be received by 5:00 p.m. on December 1, 2014.
and must include both email and telephone contact information.

All applications will be screened, and only the most qualified candidates will be invited for interviews. It is anticipated that final interviews will be held at a Board Meeting on **DECEMBER 11, 2014** in the City of Berkeley, California. Travel expenses incurred by applicants for interviews are the sole responsibility and at the expense of each candidate.

For further information, please contact Eileen Fuller at (916) 574-8385.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.