



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
500 JAMES ROBERTSON PARKWAY
DIVISION OF REGULATORY BOARDS
NASHVILLE, TENNESSEE 37243-0572
615-741-3449 FAX 615-741-6470**

EXECUTIVE DIRECTOR – Tennessee Real Estate Commission

The Executive Director serves at the pleasure of the Tennessee Real Estate Commission, in cooperation with and assistance of the Tennessee Department of Commerce and Insurance. The Executive Director serves as the chief executive officer of the Board and is expected to provide the staff leadership necessary to maintain a progressive service-oriented Board. Compensation will be commensurate with the candidate's qualifications. Interested applicants should forward their resume along with a letter of interest to Caitlin.Robbins@tn.gov by 10/16/2015.

Essential Functions and Responsibilities:

- Manages and supervises the operations of the Tennessee Real Estate Commission staff in all functions including, but not limited to, processing applications, complaints, regulation and continued education.
- Ensures efficient and timely licensing by identifying and implementing effective licensing processes.
- Monitors staff performance and provides timely feedback concerning performance of assigned job duties.
- Plans and coordinates all Commission and Committee meetings. Develops and prepares meeting minutes in collaboration with the Board and Committee Chairs.
- Provides Commission members with the necessary information needed to fulfill their regulatory duties and to keep them timely informed between Board meetings. Recommends policies, procedures, or actions as needed to achieve the objectives of the Board.
- Confers with the Board legal counsel and the Assistant Commissioner of the Department of Commerce and Insurance at agreed on intervals and as needed to operate an efficient and effective Board.
- Administers enforcement activities including investigations, complaints and hearings.
- Implements Commission decisions, policies and procedures. Is charged with the execution of the work of the Board in accordance with all laws and rules that regulate the Real Estate profession in Tennessee.

Qualifications, Experience and Skills:

- Required to pass the Tennessee Broker's examination
- Relevant Management Experience
- Demonstrated ability in written and oral communications and interpersonal relations.
- Ability to establish priorities among changing agendas and the multiple parties being served.
- Extensive use of computer resources.

The Tennessee Department of Commerce is an Equal Opportunity Employer. Additional employment opportunities may be found at the Department of Human Resources Job Search Index.