

STATE OF OREGON

This position is:

Board of Architect Examiners

- Mgmt Service-Supv
- Mgmt Service-Conf
- Classified
- Unclassified
- Executive Service

POSITION DESCRIPTION

- New Revised

SECTION 1. POSITION INFORMATION

- a. **Class Title:** Agency Head 8
- b. **Class No.:** MEAH 7588 HA 34X
- c. **Revised:** _____
- d. **Position No.:** 0001
- e. **Working Title:** Executive Director
- f. **Work Unit:**
- g. **Agency No.:** 964000
- h. **Agency Name:** Board of Architect Examiners
- i. **Employee Name:**
- j. **Work Location (City - County):** Salem – Marion

Position: Permanent Seasonal Limited Duration Academic Year
 Full Time Part Time Intermittent Job Share

FLSA: Exempt Non-Exempt

Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. **Describe the program in which this job exists. Include program purpose, who's effected, size, and scope. Include relationship to agency mission.**

The primary purpose of the Oregon State Board of Architect Examiners (OSBAE), a semi-independent state agency, is to protect the citizens of Oregon from untrained or unqualified individuals engaging in the practice of architecture. The scope of this Board is to license individuals to enter the practice of architecture in Oregon, regulate the practice, assure only those meeting ongoing requirements continue in the practice, and protect consumers. A license authorizes the registrant to lawfully practice architecture in the State of Oregon. The Board is responsible for providing leadership, guidance, and education in consumer protection and industry compliance and regulation. The Board currently regulates approximately 4,000 architects and 1,000 firms. This position is the Executive Director of this agency.

Every person in Oregon is affected by the practice of architecture as the design of public or private buildings affects the safety of the building occupants. If a built structure fails, it can result in death to human beings and/or significant property loss. Various aspects of architecture are taught at institutions of higher learning around the state.

There are seven members of the Board of Architects; five professional members and two public members all appointed by the Governor. The Board has the legal authority (found in ORS Chapter 670) to subpoena papers and persons. The Board has the authority to take disciplinary action, including assessing civil penalties of up to \$5,000 per instance.

The agency's 2025-27 budget funds 4 positions (3.1 FTE). In addition to the Executive Director, staff include a Fiscal Analyst 2, Investigator 2, and Administrative Specialist 2 (Registration Specialist). The Board has also employed an Office Specialist 2 which is currently unfilled. The Board contracts with various professional experts as needed.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Direct the agency, administer the activities of the Board, and direct the activities of staff in support of the agency's programs and its operations. This is accomplished by developing and implementing policies, procedures, and program priorities consistent with policy established by the Governor, the Legislature, and the Board. The Executive Director determines the most effective use of resources to carry out goals and objectives for the agency and provide services to its stakeholders while working within the budget expenditure limits. Stakeholders of the Board include students, interns, registrants, building officials, plus all Oregon residents and visitors. The health, safety, and welfare of everyone depends on the integrity of the structures designed by architects.

This position determines, develops, and recommends agency policy and processes by analyzing all pertinent issues and information regarding the impact of proposed policy on the provision of services to target populations and determining the resources necessary to implement such policy, and researching legal and other potential ramifications of implementation.

This position:

- Develops the Board's budget, for Board approval, and administers the Board's resources and finances.
- Exercises direct control over, assigns and reassigns work to, and reviews the performance of board staff. The Executive Director has direct authority over the administrative functions of the board and its staff.
- Receives general supervision from a board appointed by the Governor. The Board provides policy guidance, adopts the Board's budget, and reviews the Executive Director's job performance annually.
- Directs the legislative activities of the Board, pursuant to Board direction and policy.

Major work contacts include registrants, applicants, citizens, other state agencies, representatives of professional organizations (e.g., NCARB, WCARB, AIA Oregon, and NOMA), and other jurisdictions.

SECTION 3. DESCRIPTION OF DUTIES

MANAGEMENT & SUPERVISION: Supervise employees and manage all operations and functions of the agency with broad policy direction from the Board, Governor, and the Legislature. Lead/manage agency functions/tasks/responsibilities, including develop, recommend, and, with Board approval, implement policies, procedures, legislative changes, and administrative rules.

Program Management – Provide management over all agency programs; approving/denying applications and requests, as well as making reasoned exceptions and directing the activities of others to support agency programs, as appropriate within Board-delegated authority.

- *Compliance:* Provide direction and guidance to investigator and staff. Oversee and review processing, complaint filings and investigations, ensure actions taken are within scope of law, obtain evidence and legal advice. Ensure legal orders are accurate and submitted within the law. Monitor that Board actions are consistent and report inconsistencies in its disciplinary actions to the Board. Oversee public hearings. Work with the Board and legal counsel to negotiate for settlement. Assure compliance with Board's actions.
- *Firm & individual registration & renewals:* Oversee the registration and renewal processes.
- *Continuing education (CE):* Oversee the individual renewal process assuring the CE requirements are met. This includes evaluating requests for exemptions and waivers and ensuring sufficient information is submitted to make determinations.
- *Examination:* Oversee the jurisprudence exam and any oral interview processes.
- *Financial:* Oversee accounts payables/receivables and payroll; prepare and manage the Board's budget and processes, and authorize payments, purchases, collections, contract management, etc.
- *Legislative:* Represent the Board before the Legislative Assembly; testify when needed; contact Legislators, the Governor, and other public agencies and professional groups to express the Board's opposition or support of proposed laws; work with the Board to develop legislative strategy.

Employee Supervision – With Board approval, recruit, interview, hire, discipline, and/or terminate staff, assuring compliance with hiring regulations. Provide appropriate training for staff. Evaluate staff performance, initiate personnel actions (promotions, disciplinary, etc.), and resolve disputes. Supervise and direct staff; plan and assign work; monitor work performance. Plan, organize, direct, motivate, coach, control, and assist in decision-making. Conduct staff meetings and provide policies and procedures (and other instructions/guidance), as appropriate.

Provides executive oversight to ensure organizational compliance with diversity, equity, inclusion, and affirmative action requirements, aligning policies and practices with federal, state, and local regulations.

LEADERSHIP & VISION:

With Board delegated authority, provide leadership, guidance, and education around consumer protection and industry compliance and regulation. Evaluate the quality of services provided by reviewing reports/data, conferring with staff and other agencies, performing research, etc., to determine improvements that may be desirable, necessary, and/or required. Recommend and implement revisions to agency policy and procedures by evaluating impact on agency activities and registrants, to increase effectiveness of agency and use resources wisely.

Provide short and long-term strategic planning, as required, to anticipate the future needs and goals for the agency. Submit various reports to the Governor, the Legislature, and other State of Oregon agencies, as well as constituents and the Board, as required.

FINANCIAL:

Prepare and submit Board's biennial budget. Prepare revenue forecasting, cash flow planning, and oversee expenditures and revenue. (As a semi-independent agency, the agency is self-funded by revenues it generates and the budget is adopted through the administrative rule process). Submit report to the Legislature and Governor every other year, as required. Review the annual financial statement for submittal to DAS to report the financial status of the agency. Provide financial reports to the Board at every regularly scheduled meeting.

Prepare, recommend, and implement purchasing and investment policies and strategies, keeping within state and business guidelines, rules, and laws, and keeping in compliance with agency policies. Anticipate focal points for a financial review of the agency and compliance with the State of Oregon and the agency's financial policies, rules, and practices.

Oversee the entire financial activities and health of the agency by authorizing payments, managing accounts receivables and collection processes, authorizing purchases, and approving expense reimbursements. Cooperate with the Secretary of State Audits Division, and respond to any reviews of the agency. Oversee and manage employee benefit plans, personal service contracts, interagency agreements, and equipment and facility leases.

RELATIONSHIPS:

Maintain current knowledge of regulatory and industry practices through involvement and interaction with leaders at the local, state, regional, and national levels to maintain/improve the standards of professional performance.

Develop effective means of communication with the Board. Support the Board's mission and goals and help the Board assure its actions are fair, consistent, and reasonable. This requires effective interpersonal skills and building and maintaining good working relationships with a variety of individuals and organizations and facilitating consensus between groups and organizations with divergent viewpoints.

Participate in national meetings of the National Council of Architectural Registration Boards (NCARB) and the western regional meetings (WCARB), and work with that organization to develop the cooperation necessary for the exchange of information and to promote the Oregon Board's position.

Participate in state government through group discussions as part of the meetings of the Semi-Independent Board Executive Directors, and others. Develop effective relationships with staff, groups, citizens, Governor's staff, other state architect boards, and other governmental agencies.

COMMUNICATIONS:

Provide effective oral and written communication. Represent the Board to the public, interest groups, Legislature, regulatory agencies, other State of Oregon agencies, other state boards and organizations, etc. Keep architect professionals current on changes, trends, national requirements, board policies, Oregon Administrative Rules, and Oregon Revised Statutes. Interact with the news media when

needed.

Oversee, develop, publish, and distribute the Board's messages by virtue of the Board's web site, manuals, newsletter, news releases, reports, guides, brochures, letters, telephone, e-mail messages, educational materials, and other agency publications.

Represent the Board at schools, universities, professional organizations, giving educational discussions and other speaking engagements on behalf of the Board. Represent the Board before the Legislative Assembly, testifying in favor of, or in opposition to, proposed laws. Make contacts with legislators and the Governor, as well as others involved, on behalf of the Board to lobby and express support for or opposition to proposed laws. Work with the Board to develop legislative strategies.

Assure the Board follows the Public Meetings Laws. Develop effective means of communicating with and advising the Board, as appropriate.

ADMINISTRATIVE:

Develop and manage the installation and operation of an effective computer system, including hardware/software, database, and web site. Protect the board's data, hardware, and software. Optimize the systems to obtain the best results while operating within the board's budgetary constraints. Manage the Board's web site.

Manage the agency personal service contracts, interagency agreements, equipment and facility leases, accounting processes, correspondence, reports, etc.

Write, explain, and analyze general, statistical, and technical reports. Analyze program data, draw conclusions, take appropriate action, and make recommendations to the Board and others. Develop correspondence and other communications, as appropriate, to administer the agency's program areas.

Board meetings – prepare board meeting schedules, conduct board business in accordance with the Public Meetings Laws, and work with the Governor's office to initiate and expedite the Board member appointments/reappointment process.

Work with the Board Chair to set the agenda for each Board meeting and provide background materials to members. Carry out actions/directions of the Board.

Coordinate Board activities with WCARB and NCARB.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Involves handling and coordinating a heavy workload on multiple deadlines requiring a high level of organization and the ability to prioritize. Must become familiar with the basics of the practice of architecture and agency programs, operation, laws, and rules. This position requires diplomacy, tact, and firm assertiveness, and occasional contact with difficult or hostile individuals.

Requires in-state travel to attend Board meetings, other meetings, conferences, and making presentations. Out-of-state travel to participate in national, regional, and regulatory meetings is also required several times each year.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Not in any order:

ORS Chapter 670

ORS Chapter 671

OAR Chapter 806

Oregon Accounting Manual

Administrative Law Manual & Model Rules of Procedure

Public Records and Meetings Manual

All pertinent administrative rules and statutes relating to state agencies in general

Senate Bill 1127 (1999); granting semi-independence status to this agency

State Human Resources Policy Manual

Office policy and procedure manuals

Relevant NCARB publications

b. How are these guidelines used?

Used to interpret and apply the laws and rules to daily situations or circumstances to ensure compliance with laws, policies, and procedures governing the practice of architecture in Oregon, the management of the State's resources and personnel, and the practice scope within the agency.

SECTION 6. WORK CONTACTS - With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often</u>
Registrants	Phone, in person, e-mail	To assist with & respond to questions regarding requirements and to interpret laws and rules and advise.	Daily
Other Agencies & Organizations	Phone, in person, e-mail, meetings	To assist with & respond to inquiries and to interpret laws and rules and advise. Research/analyze information & seek advice.	Daily
Board Members	Phone, in person, e-mail, meetings	Respond to questions, provide assistance, discuss agency and related issues, and business.	Frequently
Registration Applicants	Phone, in person, e-mail	To assist with & respond to questions regarding requirements and to interpret laws and rules and advise	Frequently
General Public	Phone, in person, e-mail, letters	To assist with & respond to inquiries and to interpret laws and rules and advise.	Occasionally
Legislators	Phone, in person, e-mail, letters	To assist with & respond to inquiries and to interpret laws and rules and advise.	Occasionally
News Media	Phone, in person, e-mail	To assist with & respond to inquiries and to interpret laws and rules.	Rarely

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions made by this position could directly impact an applicant's present and/or future livelihood and may expose the agency to litigation. The decisions of the Executive Director are appealed directly to the Board members. Decisions of the Board are appealed to the Oregon State Court of Appeals and the Governor.

This position makes decisions involving agency financial matters, assuring adequate revenue is available and expenditures are covered. Includes budget development, recommending fee levels, purchasing decisions, expense reimbursements, how to handle reserve monies, etc. Poor decisions could cause the agency to spend inappropriately, unwisely, earn less interest than it could, or become insolvent.

This position makes decisions in personnel, purchasing, contracting, and other matters relating to the management of the agency.

This position develops, implements, and recommends revisions to office policies and procedures, as appropriate.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

The Executive Director is hired by the Board and reports directly to the Board Chair (rotated position, elected by majority board vote). The Board members set the policies of the agency by majority vote and the Executive Director is obligated to manage the agency within those policies. The Board members do not routinely review work but require being kept updated on the agency activities by virtue of reports at board meetings. The Board evaluates the Executive Director's performance at least bi-annually.

SECTION 9. OVERSIGHT FUNCTIONS - THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. **How many employees are directly supervised by this position? 4**
Through subordinate Supervisors? 0

b. **Which of the following activities does this job do?**

- | | | |
|---------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Coordinates schedules | |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Directing the affairs of this agency involves carefully interpreting the differences between regular agencies of the State of Oregon versus the permanent semi-independent status granted to this agency in 1999 by virtue of SB1127. This position requires the ability to handle a rapidly changing office environment and initiate change, as needed. An optimistic and team-oriented attitude is a must, as is assertiveness, tact, and diplomacy. This position requires familiarity with standard accounting/bookkeeping practices and the State's accounting/budgeting systems. This position requires organization, management, and supervisory abilities, as well as solid, mature judgment and decision-making skills.

Requires experience in a Windows environment; working knowledge of word processing, spreadsheets, e-mail, and database software programs; with a desire to learn more. This position also requires experience with standard office equipment operation, and a familiarity with modern computer software applications.

Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

With Board approval, the Executive Director has the authority to commit the entire biennial operating budget of approximately \$1.7 million to pay personnel costs, services and supplies, contracts, equipment, furnishings, facility expenses, computer hard/software, etc. Should unexpected costs be incurred by the agency, the Executive Director has the authority to use the reserve monies, with Board approval and constituent input, to cover the costs of such expenses.