

LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS

BOARD MEMBERS

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Board President

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AIA, NCARB

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AIA, NCARB

Richard J. LeBlanc
AIA, NCARB

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AIA, NCARB, CSI

John Cardone, Jr.
Public Member

Katherine E. Hillegas
Executive Director

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Louisiana State Board of Architectural Examiners Deputy Director (Unclassified)

Function:

Under the administrative direction of the Executive Director, the Deputy Director is responsible for planning, organizing and directing the statewide activities of all components of the Louisiana State Board of Architectural Examiners (LSBAE), relieving the Executive Director of many administrative functions. The Deputy Director will collaborate with the Executive Director and serve as the principal advisor for overall operation of the Board and its investigatory capacity and programs. Duties require a detailed knowledge of Civil Service Rules/Regulations, policies and procedures. The individual in this position is responsible for a variety of clerical functions to relieve the Executive Director and Board Members of minor administrative matters. The work requires frequent application of independent judgment and initiative. Incumbent will act for and represent the Executive Director as needed in his or her absence.

Supervision Received: Board review from unclassified Executive Director

Desired Skills: College Degree and/or eight or more years of full-time work experience in the regulatory field

50% - Administrative

- In consultation with the Executive Director, administer policies, new statutory and regulatory requirements and operation procedures
- Manages day to day operations which include personnel, administrative services, procurement, automation, program evaluation and planning and analyzing policies ensuring that all program operations operate effectively while complying with statutes and regulations
- Ensures compliance with the Secretary of State Records Retention Schedule and other required reporting from the Division of Administration,
- Attends various Board, committee and task force meetings as necessary
- Oversees data entry and maintenance of licensee database and Laserfiche database
- Assists in issuance of licenses as needed

35% - Compliance:

- Is thoroughly familiar with the Board's rules and statutes related to architectural registration
- Conducts investigations of reported or suspected violations of the statutes or rules which may include the following
 - interviews with the complainant and respondent
 - research of past similar violations;
 - online research i.e.: Lexis Nexis, WestLaw, and social media outlets, including Facebook, Twitter, LinkedIn
- Act as liaison with city, state, and federal law enforcement and investigative agencies on board related issues
- Maintain a log of active investigations/complaints
- Oversee the processing of fines/penalties and ensure they are forwarded to the appropriate office with the State

Personnel: (5%)

- Interpret Civil Service Rules and regulations and departmental policies and procedures regarding personnel actions for management, employees and applicants.
- Process all personnel and payroll actions needed to complete appointments, merit increases, promotions, reallocations, transfers, separation, etc.
- Train new employees on the agency's policies and procedures as well as Civil Service rules.
- Coordinates CPTP, Performance Planning and Review and Mandatory Training Policy programs for the agency, ensuring all required reports as completed and filed with the Department of Civil Services by deadlines.
- Serves as agency representative to the Office of Group Benefits. Process all documents to effect group insurance benefits.
- Serves as agency representative to the Office of Risk Management. Process all documents and file risk quarterly reports.

Board (5%)

- Assist the Executive Director in scheduling all activities of the Board in conduction of regularly scheduled meetings.
- Assist the executive Director in preparing meeting agendas; scheduling personal appearance; drafts and dissemination of official minutes of the meetings.

Other Duties as Assigned (5%)

