

Deputy Real Estate Commissioner

The Deputy Real Estate Commissioner works with the Real Estate Commissioner in coordinating the activities of the Commission's staff and carrying out the general directives of the Real Estate Commission and the Appraisers Board. The Deputy Real Estate Commissioner shall undertake such duties as may be assigned by the Real Estate Commissioner. Specifically, the Deputy Real Estate Commissioner has the following duties and responsibilities:

- 1. Works with the Commissioner in coordinating the activities of the Commission and the Board.**
 1. Works with staff in preparing agendas for the Commission and the Board
 2. Oversees staff recommendations to the Commission and the Board on the disposition of investigative cases
 3. Coordinates the Agency's Task Forces
 4. Coordinates the activities of any advisory committees established by the Commission and the Board to study specific issues or areas related to licensing
- 2. Works with the Commissioner in carrying out the general directives of the Commission and the Board.**
 1. Works with staff in preparing and executing orders adopted by the Commission and the Board
 2. Assists the Commissioner in testifying before the General Assembly on behalf of the Commission and the Board
 3. Acts as a spokesperson for the Commission and the Board to industry and consumer groups and/or other governmental agencies
- 3. Works with the Commissioner in overseeing the development of Agency rules, policies and procedures, and goals.**
 1. Works with the Commissioner in directing the Agency's rule-making process
 2. Works with Commissioner in directing the development of policies and procedures manuals covering all aspects of staff work in licensing, education, and investigations
 3. Works with the Commissioner in directing the development of the Agency's Strategic Plan
- 4. Ensures that the activities of the Agency correspond to all applicable laws, rules, and policies.**
 1. Reviews staff decisions on the applicability of the law and policies in processing applications when the public or licensees contest the staff decision
 2. Ensures that state guidelines are adhered to in the purchase of goods and services
 3. Coordinates the activities of the Agency related to ADA compliance and emergency procedures

5. Prepares the Agency's budgets and oversees the Agency's expenditures and revenue collections.

1. Works with the Commissioner in preparing annual budgets
2. Works with the Commissioner in recommending fee structures to the Commission and the Board to cover direct and indirect operational costs
3. Works with the Commissioner in approving all expenditures consistent with any state regulations and the budget as finally approved by the General Assembly and the Governor

6. Assists with the development of the Agency's written communications.

1. Prepares correspondence responding to inquiries from the public and licensees and to communicate with various trade organizations and other government officials
2. Works with staff in drafting an annual report of Commission and Board activities
3. Assists the Commissioner in drafting position statements for the Commission and the Board on a variety of issues

7. Assists the Commissioner in staff selection and evaluation duties.

1. Assists the Commissioner in hiring supervisory level personnel
2. Assists the Commissioner in reviewing and approving supervisory personnel decisions on employing and evaluating personnel for positions within their scope of authority
3. Assists the Commissioner in preparing performance reports on supervisory level personnel

Required Qualifications

Considerable experience in a leadership or managerial role in a public, private, or non-profit organization supplemented by a bachelor's degree from an accredited four-year college or university. In addition to exceptionally strong oral and written communications skills, candidates must have demonstrated significant accountability for making decisions impacting the operation of the organization.

Desired Qualifications

In addition to the required qualifications, the preferred candidate will also have one or more of the following: significant, applied experience in real estate brokerage and/or appraisal; a managerial and/or executive role in the governmental regulation of trades and professions; teaching real estate and/or appraisal methods, academic curricula, or continuing education subjects; and basic skill in the use of word processing and spreadsheet software.

IMPORTANT:

If you wish to be considered for this job, you must mail a State of Georgia Application for Employment and a detailed resume to the address below.

The State application can be downloaded from the Commission's website at <http://www.grec.state.ga.us> .

Please mail application and resume to:

**DEPUTY COMMISSIONER POSITION
Georgia Real Estate Commission
Suite 1000 - International Tower
229 Peachtree Street, N.E.
Atlanta, Georgia 30303-1605**

All applicants will be screened based on established criteria. Only candidates meeting the stated minimum qualifications will be considered further.

Starting salary \$120,000 per year with benefit package currently offered to State of Georgia employees including health insurance plan options, paid leave, and 401K/pension plan.

Start date goal is October 2025.

Any applicant who has questions about the selection process should contact Commissioner Frank "Lynn" Dempsey at 404-656-6704 or ldempsey@grec.state.ga.us.

The Georgia Real Estate Commission is an Equal Opportunity Employer and does not discriminate in its service practices or employment practices.

Posting Date: August 19, 2025