



People Making
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Idaho
State Government

Division of Human
Resources

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WEBSITE:
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If you have questions,
please contact us at:
(208) 334-2263

Toll Free:
1-800-554-5627

EMAIL:
idhr@dhr.idaho.gov

Non-Classified
Opening

Executive Director

Non-Classified Classification

Board of Engineers & Land Surveyors

Open for Recruitment: December 1, 2012 - January 11, 2013

Announcement # NONCLS029891

Salary Range: Up to \$89,000 DOE -Plus Competitive Benefits!

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Board is empowered by Idaho Code Section 54-1207 to employ an Executive Director who is required in Idaho Code 54-1209 to be bonded to the State of Idaho, and from that same section, is paid a salary to be determined by the Board. IDAPA Rule 10.01.01.010.04 requires that the Executive Director not be a member of the Board, be a registered professional engineer or professional land surveyor and possess other qualifications required for members of the Board. That same Rule requires that the Executive Director hold office at the pleasure of the Board, receive such compensation as the Board shall determine, and perform such other duties as may from time to time be assigned by the Board.

The Board has assigned the following duties to the Executive Director:

- Perform final staff review of applications for assignment to the various examinations as well as issuance of licenses by comity for professional engineers and professional land surveyor
- Oversee administration of certification and professional licensing examinations
- Administer the Board Office including being responsible for Board meeting schedule and agenda; answering public and Board Member inquiries; preparing and reviewing correspondence; reviewing and revising forms for applications, renewals, etc.; supervising office personnel; and preparing and tracking of an annual budget of approximately \$564,000
- Oversee and direct investigations on approximately 30-40 complaints per year against license holders and non-license holders
- Serve as the Principal Spokesperson for the Board
- Serve as Principal Liaison with the Idaho State Legislature
- Participate as a volunteer with the National Council of Examiners for Engineering and Surveying at the National and Zone levels
- Present information relative to Board activities to student and civic groups
- Monitor the effectiveness of statutes and rules relating to the professions of engineering and land surveying and draft amendments to statutes and rules for consideration by the Board or the Idaho State Legislature

Minimum Qualifications:

- A licensed professional engineer or professional land surveyor in the state of Idaho or ability to obtain same within six (6) months
- At least 12 years of experience in the practice of engineering or land surveying with at least 5 years of important professional engineering or professional land surveying work
- Experience interpreting and applying laws, regulations and policies

- Experience providing leadership and supervision to staff
- Experience developing and monitoring budgets
- The ability to handle highly sensitive and controversial situations in objective, confidential, impartial and diplomatic manner
- Ability to establish and maintain effective working relationships with staff, applicants, licensees, the Board, the general public and public officials
- Experience preparing and making oral presentations to groups

To Apply:

Please submit your letter of interest and resume to:

Email: idhr@dhr.idaho.gov (please submit as pdf or MS-Word attachments and indicate 'Executive Director, Professional Engineers & Land Surveyors Board' in subject line)

OR

Mail to:

Idaho Division of Human Resources (DHR)
Attn: Executive Director, Professional Engineers & Land Surveyors Board
PO Box 83720
Boise, ID 83720-0066

Your letter of interest and/or resume should specifically address how your education and/or work experience meet the responsibilities, qualifications, and required skills of the position.

[Applications must be received no later than close of business January 11, 2013.](#)

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.