



October 1, 2021  
Deadline for receipt updated 10/28/21

## VACANCY ANNOUNCEMENT

**Position:** Executive Director

**Starting Date:** February 1, 2022, or as soon thereafter as reasonably possible.

**Board Description:** The Louisiana State Board of Architectural Examiners (“LSBAE” or “Board”) is searching for a self-motivated and high performing Executive Director to oversee and administer its operations. The LSBAE is the state agency charged with the registration of architects and the regulation of the practice of architecture in Louisiana. The Board held its first meeting in 1910. During the past one hundred eleven (111) years, the LSBAE has served in the public interest of protecting the safety of life, health and property through enforcing the laws and rules governing the practice of architecture in the State of Louisiana. The mission of the LSBAE is to serve the interest of the citizens of Louisiana by safeguarding life, health, and property, and promoting the public welfare. The practice of architecture in Louisiana is only for those persons who have the proper qualifications and been registered by the Board. The Board registers three thousand four hundred eighty-six (3,486) architects, and one thousand one hundred forty-three (1,143) architectural firms. The LSBAE office is at 9625 Fenway Avenue, Suite B, Baton Rouge, Louisiana, where it currently employs four (4) full-time employees.

**Responsibilities:** The Executive Director performs highly advanced (senior-level) policy administration and managerial work directing the statewide program for the enforcement of the laws relating to the architectural profession, La. R.S. Title 37, Chapter 3. The Executive Director has a high degree of independence and extensive latitude allowing for initiative and independent judgment. The Executive Director is responsible for implementing and assessing programs to administer the rulings of the Board per the licensing law and its rules. The Executive Director reports to the Board and is responsible on a daily basis for the consistent achievement of its mission and financial objectives administering and enforcing the laws and rules governing the practice of architecture in Louisiana. The Executive Director implements Board policies and opinions; directs and coordinates investigations of licensees; advises and consults with the Board regarding budgetary matters, analyzes and monitors pending legislation; processes violations of law; manages staff, and evaluates licensing procedures. Examples of duties include, but are not limited to:

1. Serving as advisor and consultant to the Board.
2. Planning and organizing Board meetings.
3. Responding to questions and requests for information from licensees regarding architectural practice in Louisiana.
4. Overseeing all licensing activity programs for the LSBAE.
5. Directing staff by assigning duties, evaluating work performance, and instructing in work methods; responsible for hiring staff and individual contract employees.
6. Supervising continuing education of architects and the Board’s audit process of such; authoring letters to registrants providing clarification of health, safety, and welfare requirements.
7. Assisting in the preparation and presentation of proposed legislation; monitoring legislation of interest to the Board, and coordinating with the Board, Louisiana AIA and others, as needed.



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8. Overall accounting responsibility for developing the Board budget for approval of the Board and recording and managing Board revenues, expenditures, and purchasing.
9. Directing and coordinating elections of the architect members of the Architects Selection Board.

Responsibilities include, but are not limited to, those specific and detailed job functions assigned by the Board, as described below.

**Qualifications:** A minimum of eight (8) years of leadership experience in national or state regulatory agencies, business management, non-profit, or equivalent with supervisory experience in a combination of administration, accounting, purchasing, personnel management, and/or office management relating to architectural practice, architectural education, codes enforcement, claims, or other experience of similar complexity and responsibility. An earned Bachelor's degree (B.A., B.S., B.S.B.A, B.Arch.) from an accredited four-year college or university with a major focused in communications, political science, pre-law, human resources, informatics, business, management, finance, architecture, or related field may substitute for up to four (4) years of the experience requirement. An earned Master's degree (M.A, M.S, MBA, M.Arch.) or higher from an accredited college may substitute for up to two (2) additional years of the experience requirement.

An advanced professional licensure or certification by a regulatory board or field association (LSBAE, FARB, CAE, or similar) is highly desirable.

The successful applicant shall be qualified to perform the following using current and appropriate computer technology and software applications:

1. Excellent written and oral communication;
2. Strong public speaking presentation abilities;
3. Strong interpersonal skills with the ability to build relationships;
4. Excels in organizing teams to work cooperatively;
5. Adept in organizing and analyzing data;
6. Excellent organizational and managerial leadership abilities, and
7. Strong long range planning abilities

**Abilities:** The Executive Director will work together with the Board to prepare an agency Strategic Plan, oversee the goals/objectives/accomplishments, and report results to the Board on a quarterly basis. The strategic plan shall guide the agency operations and decisions to meet the operational and financial goals. Ensure ongoing excellence, rigorous program evaluation, and consistent quality of finance, administration, communications, and systems; and recommend timelines and resources needed to achieve strategic goals. See that an effective management team, with appropriate provision for succession, is in place. Develop, maintain, and support an active Board; participate with the Board in updating the vision statement and strategic plan to guide the agency with strategic direction. Ensure effective systems to track progress, and regularly evaluate program components to measure and communicate successes and effectively communicate these to the Board, Legislature, Division of Administration, and other public agencies. Identify, assess, and inform the Board of internal and external issues that affect the organization. Act as a professional advisor to the Board on all aspects of the agency's activities.



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**Work Environment:** The office follows typical business hours to meet the needs of licensees and to perform the necessary responsibilities of the position. Successful candidates must commit to working effectively with diverse populations. The Executive Director is frequently required to walk; stand; sit; use hands to use or handle office equipment, including telephone and computer; reach with hands and arms; and is occasionally required to stoop, kneel, or crouch while performing tasks. Specific vision abilities required by this job include the capacity to adjust focus for work with computers and peripheral vision and depth perception for driving.

**Telework:** Except during state-declared emergencies or exceptional circumstances authorized by the Board, the Executive Director shall perform job duties and functions in-person at the Board office.

While performing the duties of this job, the Executive Director is regularly exposed to computer and telephone equipment, phone and printer noise, and an active environment with interruptions. The noise level is usually moderate. The work environment is non-smoking. The Executive Director is required to drive and at times fly to in-state and out-of-state locations for meetings and presentations, which may require an overnight stay. Travel out-of-state to conference/meeting, outreach programs, meetings, and training (lasting two to four days) by plane will occur approximately three (3) to six (6) times per year. Exposure to outside weather conditions is occasional.

**Compensation:** Salary range estimate is \$80,000 - \$100,000 and is commensurate with experience and abilities. The State of Louisiana offers a benefits package that includes health insurance, and retirement options. The position is exempt from overtime and compensatory leave time and earns sick days and annual leave. Reimbursement for travel expenses following applicable State regulations for in-state and out-of-state travel.

**Applications:** Interested applicants must submit a resume with cover letter and references via email to the Louisiana State Board of Architectural Examiners c/o Ms. Katherine E. Hillegas, Executive Director [khillegas@lsbae.com](mailto:khillegas@lsbae.com).

The deadline for receipt of applications is Friday, November 12, 2021. The review process will continue until the Board fills the position. The LSBAE commits to the goal of building a diverse team committed to working in a multicultural environment. Women, minorities, and individuals with disabilities are encouraged to apply.

The LSBAE does not discriminate by race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities. The LSBAE adheres to the requirements set forth by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act.



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**Executive Director State Board of Architectural Examiners  
Detailed Essential Job Functions**

**Agency Administration:**

1. Act as operations officer for the Board.
2. Work with the Board to update its agency Strategic Plan, oversee the accomplishment of its goals and objectives, and report to the Board on a quarterly basis; the Strategic Plan shall guide the agency operations and decision to meet the operational and financial goals.
3. Prepare and have overall responsibility for Board budget transactions, revenues and expenditures, and all budget documents.
4. Present board budget at Legislative Appropriations Committee hearings, when necessary.
5. Respond to inquiries from Legislative Analyst's Office on Board budget matters.
6. Respond to State Auditors and Property Control audits.
7. Approve contracts ensuring State Personnel Board policy regarding contract approval.
8. Approve Requests-for-Proposals.
9. Ensure ongoing excellence, rigorous program evaluation, and consistent quality of finance, administration, communications, and systems; recommend timeline and resources necessary to achieve strategic goals.
10. Ensure effective systems to track progress and regularly evaluate program components, so as to measure success and effectively communicate to the Board, Legislature, Division of Administration, and other public agencies.
11. Develop a communication strategy for all audiences. Following this strategy, as approved by the Board, communicate in person via telephone on a regular basis with registrants across the state to understand issues, promote the Board, and learn of potential problems to prepare an action plan for the Board's review. Act as a first level reviewer on all grievances, adverse actions, and labor relation problems.
12. Act as the first level reviewer on yearly Performance Appraisal Reviews in compliance with State Civil Service Commission.
13. See that an effective management team, with appropriate provision for succession, is in place.
14. Handle complex, controversial and sensitive administrative problems, contacting legal counsel or the Board President when needed.
15. Author, publish or make available various information manuals, reports, statistics, brochures and guides for dissemination, state-wide and at times nation-wide.
16. Serve as appointing authority in procuring personnel for the Board.
17. Address large and small groups, both public and private, in a professional manner and with effective language and presentation skills.
18. Provide accurate and appropriate information. Use discretion in committing the Board and its resources and in representing the Board and its position.
19. Direct production and requirements of Board newsletter, emails, and website.
20. Behave ethically, understanding ethical behavior and business practices, and ensure that his or her behavior and that of others is consistent with these standards and aligns with the values of the Board.
21. Manage LSBAE's statutory requirements for registration, regulation, and enforcement for the protection of the health, safety, and welfare of the public.
22. Be familiar with local, state, and federal laws and regulations related to the practice of architecture; business and management principles involved in strategic planning, resource allocation, and leadership techniques; and the principles and practices of public administration and management.



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23. Represent the Board at meetings of state professional groups and at annual meetings of national and regional associations of other architectural, landscape architectural, and interior design registration boards.
24. Act as liaison between the LSBAE and the National Council of Architectural Registration Boards (NCARB).

**Board and Government Relations:**

1. Develop, maintain, and support an active Board; participate with the Board in developing a vision and strategic plan to guide it with strategic direction.
2. Identify, assess, and inform the Board of internal and external issues that affect the agency.
3. Communicate on a regular basis with the Board president, particularly before responding to inquiries that may be controversial or unclear.
4. Act as a professional advisor to the Board on all aspects of the Board's activities.
5. Represent the Board to professional organizations, registrants, and legislative committees in a professional manner.
6. Keep abreast of state and international trends and developments in the built environment, both internal and external, and government policies, programs, and procedures affecting the practice of architecture, and related professions including interior design, landscape architecture, and engineering.
7. Confer with Board members, legislators, staff, and internal and external agency officials and staff to discuss issues, coordinate activities, and resolve problems, anticipating needs to facilitate appropriate solutions.
8. Assist legal counsel in drafting recommended correspondence for Board members.
9. Provide orientation and all necessary paperwork for newly appointed board members.
10. Draft meeting agenda for the Board president and legal counsel approval.
11. Schedule Board meetings.
12. Ensure that Board meeting minutes are printed, approved and safeguarded.
13. Attend special called meetings with Board president and legal counsel.
14. Provide information packets as needed or as requested by the Board.
15. Communicate with Board members by email, mail, and phone as necessary.
16. Advise Board members on legal requirements (annual filing, ethics commission reports, travel policies, Administrative Procedures Act, etc.)
17. Approve Board member travel reimbursements.
18. Perform other special duties, individual research projects, and functions, as directed by the Board.
19. Meet with and provide relevant information to oversight bodies as requested and as necessary.
20. Communicate effectively in legislative hearings, meetings, and other functions.

**Enforcement:**

1. Overall responsibility for implementing the Board's enforcement program.
2. Receive, review, process, and at times respond to complaints and oversee investigations, as may be necessary.
3. Assist legal counsel in issuing legal notices, when applicable.
4. Act as a liaison between Board, legal counsel, and investigator.
5. Appear as a witness, if needed.
6. Respond to correspondence from the Governor's Office, legislature, licensees, and public.
7. Work with the staff and investigator in maintaining complaint case files.





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**Licensing and Certification Examiner:**

1. Provide program direction.
2. Supervise staff on clerical procedures to assure compliance with national standards.
3. Review and support, or respond directly when necessary, to candidate inquiries and complaints.
4. Respond when appropriate to inquiries and questions.
5. Approve reciprocal registrations.
6. Approve registrations and make recommendations for amendments.
7. Coordinate planning, development, and operation of fee structures and collection procedures for registration, continuing education, regulation, and enforcement of the licensing law and the board rules.

**Continuing Education:**

1. Approve proposals for continuing education programs.
2. Consult with sponsors and architects on voluntary and mandatory programs.
3. Supervise the continuing education audit process and author letters to registrants providing clarification of health, safety, and welfare requirements.

**Liaison with State, Regional, and National Organizations:**

1. Coordinate with external organizations, i.e., national testing organizations, professional membership organizations, university and professional development institutions, both nationally and statewide, and other state licensing boards.
2. Attend the Annual Meeting of the National Council of Architectural Registration Boards (NCARB), the Regional Southern Conference of NCARB meeting, the SC NCARB Board Member Educators Conference, the NCARB Board Executives Workshop, the NCARB Licensing Advisors Summit, and other such meetings.
3. Approve Board members travel expenditures.
4. Author annual state reports.
5. Serve on National Committees, when appointed.
6. When requested, speak before architectural students and interns on subjects such as preparation for registration, examination procedures, legal aspects of practice before licensure, and the Architectural Experience Program (AXP) criteria.
7. Attend American Institute of Architects (AIA) meetings, as invited or requested.
8. Respond to inquiries from the media and other public agencies, with the assistance of legal counsel.
9. Assist in the implementation of the Building Officials Handbook.
10. Prepare and participate in the meetings and activities of the Joint Architecture and Engineering Committee.
11. Foster good working relationships and collaborative arrangements with professional societies and associations, the legislature, the Office of Fire Marshall, and oversight agencies to help achieve the goals of the Board.
12. Provide information and advice to other state agencies and the general public regarding Board activities and responsibilities.