



The North Carolina Licensing Board of General Contractors



Invites your interest in the position of

Executive Director



The [North Carolina Licensing Board for General Contractors](#) (NCLBGC) in Raleigh, NC, seeks an experienced and qualified individual to serve as its next **Executive Director**. The NCLBGC, a quasi-state governmental agency, safeguards life, health, and property and promotes public welfare for North Carolina's citizens by enforcing public statutes created by the NC General Assembly. NCLBGC's role is to protect the public through the regulatory authority of licensed general contractors for projects over \$40,000 and through seeking injunctions against unlicensed contractors.

The **Executive Director** serves as the Chief Executive Officer and Secretary-Treasurer, overseeing the daily operations of NCLBGC and is responsible for planning, organizing, directing, and supervising a comprehensive program application, license review/renewal, examination, licensing, continuing education, complaint, investigation, and disciplinary oversight of all general contractors in North Carolina.

This position is for the highly engaged, tactful professional who:

- is a natural leader with a track record of creating a team culture and who inspires and motivates employees to excel with autonomy and accountability;
- has a deep knowledge of NC general contracting laws and is a quick study for understanding the legal issues facing contractors and the public, which may result in the quasi-judicial process the organization oversees;
- performs well under pressure, navigates constituent challenges with ease, and addresses conflicts fairly and impartially;
- establishes and maintains effective working relationships (including legislative relations) with a diverse group of stakeholders: Board members, employees, subordinates, attorneys, contractors, unlicensed individuals, respondent contractors, complainants, elected officials, local and state government agency personnel, and the public at large;
- implements, with integrity and compliance, regulatory statutes, and rules about administering complaints, disciplinary action, recovery fund, other formal proceedings with general contractors, and professional discipline;
- has experience managing a continuing education program, development of content creation, and program evaluation;
- demonstrates highly effective communication and interpersonal skills to represent and advocate for the agency as a legislative liaison in governmental affairs, with related associations, and in general throughout the community at speaking engagements and meetings within the state.

About the Agency and Position:

In 1925, the North Carolina General Assembly established the authority of the North Carolina Licensing Board for General Contractors, which amended Chapter 318 of the Public Laws to safeguard life, health, and property and promote public welfare. The licensing statutes that govern the NCLBGC prescribe specific standards for persons, firms, and corporations who enter contracts for construction work in this state. Current laws in North Carolina define general contractors as persons, firms, or corporations who bid upon, contract or construct construction projects involving the construction of any building, highway, public utilities, grading, or any improvement or structure costing \$40,000 or more.

The NCLBGC is governed by a Board of Directors that upholds the mission and purpose of the agency. The Governor of North Carolina appoints board members to serve staggered five-year terms. Five of the nine members must be general contractors, one must be a licensed structural engineer, and three must be public members who have no ties with the construction industry and represent the public's interests. The general contractors appointed shall consist of the following: a highway contractor, a public utilities contractor, a commercial building contractor, and two residential contractors, one of them being a residential builder with an unlimited license. The Board carries out administrative hearings as determined by regulations.

The agency is supported legally by three legal counsel representatives from two different legal firms to manage the responsibilities of general counsel, administrative services (including personnel issues), legal support for general contractor issues and complaints, legal matters related to unlicensed contractors, and serving as independent counsel to the Board Members during Administrative Hearings. To support an efficient work environment for its employees, the NCLBGC utilizes vendor service contracts for some services (examples - technology, communications, janitorial). Learn more about NCLBGC [here](#).

The **Executive Director** will develop and manage a 2024 budget of \$4.4 million with revenue sources from license, recovery, and continuing education fees. Utilizing the support of one direct report, a Deputy Director, the **Executive Director** will oversee 18 knowledgeable and hard-working staff members across four departments: Administration (Senior Management, Finance, and Customer Service), Licensing (includes Homeowners Recovery Fund), Education, and Complaints and Investigations. Within the Investigations department, five investigators work remotely in specific regions.

The NCLBGC **Executive Director** demonstrates the ability to work and exercise judgment in a sound, independent, and professional manner while processing information regarding efficient processes and operations, complaints, investigations, continuing education for general contractors, and other issues of public concern or importance to the Board.

Qualifications:

- Significant knowledge and understanding of NC General Contracting statutes/rules, Administrative and Building Codes (relating to general contracting), rules of evidence for administrative hearings, reporting requirements, legislative advocacy and relationships, and a basic understanding of litigation.
- A valid, unrestricted North Carolina driver's license.
- Frequent day travel and some overnight travel; therefore, the ability to operate a vehicle safely and legally is required.

Preferred qualifications include:

- Graduation from an accredited four-year college or university.
- General Contractors license and experience.
- Equivalent related work experience will be considered.





Key Position Priorities:

- Develop short- and long-term solutions to manage the backlog of cases pending disciplinary hearings and pending injunctions.
- Strategically address career succession and showcase a commitment to continued training and professional development for staff to build skills, achieve performance excellence, and develop staff for promotional opportunities and varied job assignments.
- Assess staffing levels, training, compensation, and other work factors and implement solutions to improve morale while creating and sustaining an autonomous work environment that empowers staff to succeed independently and as a team.
- Evaluate the structure and function of the agency, its programs and services, and its leaders' and staff's roles and responsibilities;
- Implement changes to streamline and improve processes, workflow, and workload while nurturing a culture of trust, accountability, and consistency within the agency.
- Enhance the Board's understanding of its function, requirements, policies, rules, objectives, and procedures while strengthening the agency's relationship with its Board of Directors through authentic and transparent interactions.

About the Community:

Wake County is home to 11 municipalities, including the capital city of Raleigh. Accessed by I-40 and four major U.S. highways, Wake County has a population of over 1 million and is a thriving, growing community with endless opportunities. Consistently rated as one of the best places to live and work in America, Wake County offers 11 principal colleges and universities, including NC State University. Wake County is also the center of state government, with the Capitol Building, legislature, and many government offices in the City of Raleigh.

Known as the City of Oaks, Raleigh was ranked **#2 as Safest**, **#4 for Economic Well-being**, and **#6 for Quality of Education and Health** among all State Capitals in early 2022. Raleigh boasts more than 9,000 acres of parkland and almost 1,300 acres of water, offering recreational activities year-round. A nationally acclaimed greenway system spans over 180 miles, providing walking, jogging, and hiking trails connecting many of the City of Raleigh's 200+ parks and the Town of Cary's 30+ parks. The NHL Carolina Hurricanes, Carolina Mudcats Low-A Baseball, NC FC Men's, and NC Courage Women's pro soccer teams attract visitors throughout the year and serve as an entertainment hub for community members. From the NC Opera, NC Symphony, and the Carolina Ballet to three major state museums, Raleigh's culture is rooted in art, history, and natural sciences.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Raleigh residents. Raleigh boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. With its temperate climate and easy accessibility to the mountains of North Carolina and Atlantic Ocean beaches, Raleigh provides residents the best of both worlds. Learn more about what makes Raleigh a great place to live and work, and visit <https://www.visitraleigh.com>.

Salary and Benefits:

This position's hiring range is \$140,000 - \$210,000. Starting salary is dependent upon qualifications and experience. The North Carolina Licensing Board for General Contractors offers a comprehensive benefits package including medical, dental, vision, life and long-term care insurance, and 401K with a minimum contribution and employer match.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Executive Director – North Carolina Licensing Board for General Contractors - Raleigh, NC** title.

Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the agency's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply **by March 26, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations **on April 25 - 26, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hire@developmentalassociates.com.

North Carolina Licensing Board for General Contractors is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."

