

## Real Estate Deputy Director G09790

### DESCRIPTION OF OCCUPATIONAL WORK

Under administrative direction, positions at this level report directly to the Agency Director, and coordinates, monitors, and supervises agency departments, advises the agency director on department issues and status, develops and implements agency wide policies and procedures, budgets and allocates resources for agency; participates on the agency senior management team; performs additional administrative tasks as assigned by the Executive Director and acting in the capacity of the Executive Director in their absence.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this classification have a broad scope of authority over multiple functional areas and the responsibility for acting on behalf of the Real Estate Director in their absence. The Deputy Director oversees the agency's fiscal, enforcement, education, and administrative staff and functions. The Deputy Director participates in high-level decision-making, represents the agency before legislative and executive bodies, and plays a key role in policy formulation and implementation.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists the agency Director in the implementation of daily administrative functions with the agency.

Assists the Director in developing and implementing agency strategic goals, objectives, and policies.

Analyzes and provides input into program changes and direction of new projects.

Monitors State and federal legislation that may impact the Real Estate Commission or the regulated industry; develops and provides testimony before legislative committees.

Prepares and finalizes rule changes to ensure continual compliance with related State and federal regulations.

Directs and oversees the work of the departments, ensuring compliance with laws, regulations, and standards.

Assists the agency Director in preparing the agency budget; monitors and reports on expenditures to ensure adherence to the developed budget.

Presents information at public meetings or meetings with other agencies or interested parties to explain agency goals, specific program plans and resource allocation decisions. Represents the agency and the State on national organizations.

Advises the Director on policy, program, and administrative issues.

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Provides executive leadership, strategic planning, and coordination to ensure the effective and efficient delivery of agency services in alignment with statutory and policy mandates.

Supervises senior management staff and ensures effective communication and coordination across divisions.

Acts as Director in their absence.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and practices of administration including planning, organizing, staffing, and budgeting; the goals and methods of practice used by professions participating in real estate activities; social and economic factors affecting the State; the techniques of policy and/or program research, planning, and evaluation; federal and state statutes and administrative regulations relating to the real estate industry; organizational behavior and management techniques; current techniques and practices of group dynamics, community organization, public relations, and volunteer management.

Skill in: Communicating to convey information so others will understand; using logic and reasoning to identify alternative solutions; identify complex problems to develop and evaluate options and implement solutions.

Ability to: learn, apply and interpret agency policies and procedures; identify and relate pertinent pieces of information to form conclusions; establish program objectives or performance goals and assess progress; formulate policies to meet identified needs, goals or objectives; respond to changes in direction, priorities and agency values; exercise judgment, decisiveness and creativity in critical and/or unexpected situations; establish and maintain satisfactory working relationships with agency staff, external partners and the public; plan, assign and supervise the work of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor’s degree in business administration, public administration, political science, government, management, economics, accounting, the social/behavioral sciences, or another related field and plus five years in managerial administrative or staff capacity with responsibility for program management and accountability, budget preparation and implementation, program analysis/evaluation and policy development and implementation, public relations, interagency coordination, or legislative development and/or analysis. Any equivalent combination of education and experience will be considered.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 12/2025

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date