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## **Saskatchewan Real Estate Commission**

**Search for an**

**Assistant Executive Director/Registrar**

January 2010



**Koenig & Associates Inc.**  
Intelligence At Work™

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[www.koenig.ca](http://www.koenig.ca)

## Background

### ABOUT THE SASKATCHEWAN REAL ESTATE COMMISSION

The Saskatchewan Real Estate Commission is an independent, non-governmental agency, responsible for the regulation of the real estate industry. The Commission sets and enforces standards of conduct and education requirements and provides services that enhance and improve the industry.

The Commission is responsible for the regulation of the real estate industry to ensure protection of the public interest. In addition to the administration of real estate legislation, the Commission formulates and enforces the Commission Bylaws. The responsibilities of the Commission includes processing registration applications, maintenance of a register of all persons registered to trade in real estate in Saskatchewan, auditing of brokerage trust accounts, conducting investigations and hearings with respect to the actions of registrants, setting standards of conduct for industry members, acting as a resource to consumers and registrants and managing the Interest Bearing Trust Account Fund and Real Estate Assurance Fund.

The Commission approves all mandatory pre-and post educational courses for brokers, branch managers, associate brokers and salespeople in all areas of residential, commercial, property management and farm real estate. The Commission prescribes a number of mandatory forms for use by registrants trading in real estate to facilitate a uniform level of registrant service to the public.

Further information about the Saskatchewan Real Estate Commission is available at [www.srec.ca](http://www.srec.ca).

### ABOUT SASKATOON, SASKATCHEWAN

Saskatoon is the largest city of the Province of Saskatchewan with a population of nearly 234,000. As one of the sunniest cities in Canada, it boasts an average of 2,381 hours annually, which is invigorating on even the coldest of winter days. The city is known for its beautiful parkland setting. It is graced by the natural splendor of the South Saskatchewan River. Over 400 acres of riverbank with walking and biking trails are there to be explored.

The city is considered a four season destination and its year-round festivals and special events are surely proof that Saskatoon is culturally diverse with a celebratory spirit. Saskatoon's vibrant cultural scene includes live theatre, art galleries, museums, and major events such as the Saskatchewan Jazz Festival, Saskatoon Fringe Festival, and the Saskatchewan Children's Festival.

Aside from its many attractions, Saskatoon is at the heart of the major export crop market consisting of over half of Canada's annual quantity of wheat, oats, barley, rye, flaxseed, and canola. The Saskatoon region is also the world's largest exporter of uranium, and is considered the agriculture biotechnology capital of Canada. While Saskatoon's economic base is diverse, it is also recognized as one of the more affordable places to live, work and do business in western North America.

More information about the City of Saskatoon can be found at [www.tourismsaskatoon.com](http://www.tourismsaskatoon.com) and a great video showcasing Saskatoon's vibrancy can be viewed at [www.youtube.com](http://www.youtube.com) (search "It's a Beautiful World...Saskatoon").

## The Opportunity

The Saskatchewan Real Estate Commission's current staff complement includes the Executive Director/Registrar, Director of Registration, Director of Investigations, an Investigator, Director of Audits and a Systems Administrator.

The Assistant Executive Director is a new position that has been created to provide a possible succession plan for the Executive Director/Registrar. The Assistant Executive Director will be trained for future consideration with the intent of transitioning into the Executive Director/Registrar position.

The development period will allow the Assistant Executive Director to learn the Commission from the ground up, spending time in each department. The Assistant Executive Director will also shadow the Executive Director/Registrar at Commission meetings, external functions, and educational seminars.

The Assistant Executive Director will assist in the management of all aspects of the day-to-day administration. This includes managing employees, finances, internal processes and procedures, external relationships, internal and external communication, projects and events and acting as a representative of the organization.

The Commission's strategic plan identifies four main goals:

- To regulate the real estate industry effectively.
- To enhance the real estate process through education.
- To communicate the role of SREC.
- To operate and govern the organization effectively.

A number of different projects and initiatives have been identified to assist the Commission in carrying out its strategic plan. These projects will require planning to ensure effective utilization of resources and completion of the projects on time and within budget.

This is a unique opportunity to learn about the organization and the work of the Commission as you consistently take on additional responsibility to prepare to transition into the Executive Director position. A competitive salary range of \$75,000-100,000 and a full benefits package is provided.

## VERSATILE



The Saskatchewan Real Estate Commission (SREC) is an independent, non-governmental agency, responsible for the regulation of the real estate industry, which is fast paced, dynamic, and changing. The Commission is mandated to protect consumers and to provide services that enhance and improve the industry and the business of industry members. The Commission is planning for the future and is seeking an innovative and independent thinker as the

### Assistant Executive Director

As the Assistant Executive Director reporting to the Executive Director/Registrar and working in partnership with the Commission members, you provide strategic guidance, oversight, and decisive leadership for the effective stewardship of the Saskatchewan Real Estate Commission.

With a confident ability to successfully interact with all stakeholders – general public, registrants/real estate agents, government representatives, legal professionals – you represent the Commission in a professional, positive manner. Your excellent public speaking and presentation skills ensure a strong and diplomatic voice for the Saskatchewan Real Estate Commission.

Staying abreast of current issues that impact the real estate industry including legislation, compliance and governance issues in Saskatchewan and other jurisdictions across Canada is something you enjoy. Your effective writing and research skills enable you to analyze trends, review and draft necessary changes to legislation, and develop effective policies and recommendations for the Commission.

Armed with previous experience with day-to-day administration and leading and motivating a diverse team of professionals, you are also a big picture thinker looking for an innovative organization where your strategic planning and budgeting skills can make a contribution to continued success and growth.

With credentials that include a business or related degree or 3-5 years' previous experience in a senior management position, you are poised to take on a role with challenge and responsibility.

**A full information package is available under Opportunities at [www.koenig.ca/executivesearch](http://www.koenig.ca/executivesearch) or by contacting Sherry Timmerman at 306-934-1743. Candidates seeking a rewarding career opportunity are invited to submit their resume in confidence (quoting Project 577) by Friday, February 26, 2010 to:**

search@koenig.ca  
Koenig & Associates Inc.  
402 Queen Street  
Saskatoon SK S7K 0M3  
Phone: (306) 934-1743 Fax: (306) 934-1630

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VISIT: [WWW.KOENIG.CA/EXECUTIVESEARCH](http://WWW.KOENIG.CA/EXECUTIVESEARCH) OR [WWW.WATERHOUSESEARCH.COM](http://WWW.WATERHOUSESEARCH.COM)



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## **Job Description**

### **Assistant Executive Director**

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**Position Purpose:** To assist in the management of all aspects of the day-to-day administration which includes managing employees, finances, internal processes and procedures, external relationships, internal and external communications, projects and events.

**Reports To:** Executive Director/Registrar

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### **Major Responsibilities & Accountabilities**

#### **Administration**

- Assists the Executive Director/Registrar in the development of current and long term organizational goals and objectives
- Implements all policies set by the Commission members
- Ensures full compliance of the operation in accordance with all applicable laws and other governing body standards

#### **Human Resources**

- Provides leadership to staff
- Assists the Executive Director/Registrar with recruitment and selection of staff members
- Sets objectives and conducts formal reviews of each staff member on an annual basis
- Ensures adherence to policies and procedures

#### **Financial Management**

- Oversees the accounting function, including auditing, budgeting, financial analysis, capital asset and property management and payroll
- Assists in the development of a detailed annual budget
- Works with the accountant on monthly trending and variance reporting
- Monitors major revenue sources and expenses
- Develops analyses and forecasts to assist the Commission members to understand the financial position
- Responsible for identifying new sources of funding and methods for obtaining the maximum value from current resources
- Periodically reviews insurance policies and health benefit packages to ensure competitiveness and cost effectiveness

### **Liaison with Commission Members**

- Attends all Commission meetings
- Prepares monthly report and comments on key issues as required
- Follows up on issues, requests for information and projects to be completed, as requested by the Executive Director/Registrar

### **Committee Representation**

- Attends or leads key committee meetings as required and stays abreast of committee progress
- Directs staff to ensure committee work is incorporated internally in a smooth transition
- Prioritizes committee project work and assigns resources to ensure work is completed

### **Public & Stakeholder Relations**

- Represents the Commission in a professional, positive manner to all stakeholders – general public, registrants/real estate agents, government representatives, legal professionals
- Attends Real Estate Association/Board functions as required
- Attends brokerage offices as requested/needed
- Prepares newspaper articles
- Assists with writing articles for the Commission's newsletter, *The Register*

### **Qualifications:**

- Post-secondary degree or diploma in business, administration, or social sciences or 3-5 years senior management experience
- Demonstrated success building, motivating and leading a team of professionals
- Experience developing and monitoring budgets
- Strong people and networking skills
- Excellent communications and customer service skills
- Entrepreneurial orientation
- Ability to multi-task
- Strong computer skills, especially with MS Office products
- Knowledge of the real estate industry and legislation would be an asset

## How to Apply

If you are interested in this position, please apply in confidence, quoting Project 577 to:

Email: [search@koenig.ca](mailto:search@koenig.ca)

Fax: 306-934-1630

Mail: Koenig & Associates  
402 Queen Street  
Saskatoon, SK S7K 0M3

If you wish to discuss further, please call:

Sherry Timmerman or Peggie Koenig at 306-934-1743 or 888-224-5838