



Kay Ivey
Governor

ALABAMA REAL ESTATE APPRAISERS BOARD

P. O. Box 304355
Montgomery, Alabama 36130-4355

Lisa Brooks
Executive Director

Announcement

Job Title: Executive Director

Agency Name: Real Estate Appraisers Board

Applications Accepted Through: Close of Business September 30, 2025

Submit Resume To:

Mailing address:

Real Estate Appraisers Board P.O. Box 304355, Montgomery, AL 36130

Email to: neva.conway@reab.alabama.gov

Responsibilities: The Alabama Real Estate Appraisers Board is responsible for the administration and enforcement of the laws and administrative regulation governing real property appraisers and appraisal management companies. The Executive Director is the senior staff member reporting to the Board and is responsible for the ongoing operations of the agency on a day-to-day basis. The Executive Director is a full-time employee and serves at the pleasure of the Board. This role involves implementing board policies, overseeing daily operations, and fostering relationships with stakeholders to maintain professional standards within the appraisal industry in Alabama.

Minimum Qualifications:

- A bachelor's degree in business administration, public administration, real estate, or a related field (Master's preferred).
- Five or more years administrative experience, including:
- Personnel management (ex. Supervisory, leave, performance appraisals, etc.)
- Develops and manages budgets
- Manages procurement process (both bidding and purchasing)
- Develops/implements policies and procedures
- Responds to inquiries
- Disseminates public information
- Develops working relationships
- Meets with legislative members or staff
- Records management
- Excellent written and oral communication skills
- Travel required, both local and in/out of state including overnight
- Public speaking abilities

Desired Qualifications:

- Knowledge of Alabama government with emphasis on the legislative and regulatory process
- Knowledge of state government
- Comprehensive understanding of real estate appraisal practices and regulatory frameworks

Salary: Commensurate with experience anticipated pay range #82 (\$69,012.00-\$116,179.20) annually

Benefits:

- Low-Cost Health/Dental Insurance (Single Coverage)
- Optional Family Coverage (Health/Dental)
- 12 Holidays per year
- 1 Personal leave day per year or Mardi Gras Holiday (Baldwin and Mobile counties only)
- 13 Sick days per year (accrued time off)
- 13 to 29 Annual leave days per year (accrued time off)
- 168 Hours of military leave per year
- Retirement Plan
- Flexible Employee Benefit Plans
- Optional Deferred Compensation Plans

The Alabama Real Estate Appraisers Board is an Equal Employment Opportunity employer.