

**DIRECTOR, BOARD OF BARBERS AND COSMETOLOGISTS****Nature of Work**

Under administrative direction, performs advanced level work directing the Board of Barbers and Cosmetologists. Administers the regulations covering the practices of barbering and cosmetology and supervises all activities of the Board of Barbers and Cosmetologists. Is responsible for the collection and deposit of all license fees. Performs related work as required.

**Examples of Work**

Acts as Secretary to the State Committee of Barbers and Cosmetologists in the registration and examination of applicants.  
 Prepares and supervises budgets for the Board.  
 Supervises the policies and operations of barber and cosmetology schools.  
 Directs the activities of the inspectors assigned to the Board.

**Knowledge, Skills and Abilities**

Knowledge of the rules, regulations, policies, and objectives of the Board.  
 Knowledge of the objectives of the department, its procedures, policies, and rules, particularly how the Board applies to the overall plan.  
 Ability to maintain good public relations.  
 Ability to supervise the work of subordinate personnel.  
 Ability to receive and give oral and written instructions clearly.  
 Ability to respond to correspondence and execute all day-to-day office business.

**Minimum Qualifications**

TRAINING Graduation from an accredited four-year college or university.  
 SUBSTITUTION Additional experience as defined below may be substituted for two years of the required training.  
 EXPERIENCE Four years of full-time or equivalent part-time paid experience, two years of which must have been in an administrative or executive capacity in the appropriate field.  
 SUBSTITUTION Graduation from an accredited barber or cosmetology school may be substituted for two years of the required experience.

Established: 4/24/64  
 Revised: 7/12/71, 5/14/92  
 Effective: 6/7/92