

ADMINISTRATOR, MAINE OFFICE OF SECURITIES

Job Class Code: EY02 - this is an Unclassified position

Grade: 90 (Major Policy Influencing)

Salary: \$99,091-\$148,657

Benefits: The State of Maine supports its workforce's health and wellbeing with a generous benefits package that includes vacation, health insurance, and retirement.

Location: Gardiner, ME

To apply, submit your resume and letter of interest to Acting Securities Administrator Judith Shaw at judith.m.shaw@maine.gov.

Are you passionate about protecting consumers? Are you an innovative and visionary leader? Do you have experience and knowledge of the securities industry especially regulation of the securities industry? If so, then this position may be the next stop on your successful career path.

The State of Maine seeks to fill the position of Securities Administrator. This position is appointed by the Commissioner of the Department of Professional and Financial Regulation for a four-year term.

The Maine Office of Securities ([MOS](#)) regulates Maine's securities industry with a focused mission to protect and to serve Maine investors. The Securities Administrator is the local cop on the beat to assure Mainers make wise and safe investments.

How is this mission accomplished? The Securities Administrator and MOS protect [investors](#) by licensing securities firms and individuals affiliated with those firms; examining the operations of securities firms including broker dealers, investment advisers, and financial planners; registering securities before they can be offered and sold to Maine investors; and investigating potential violations and enforcing actual violations of Maine's securities laws and rules. Additionally, MOS educates Mainers through materials available on the website, in person presentations, and multiple [Public Service Announcements](#).

The Securities Administrator is the head of MOS, which is one of five independent regulatory agencies within the Department of Professional and Financial Regulation (DPFR). The Department is overseen by a Commissioner to whom the Administrator reports.

Leadership is key. The Administrator establishes the strategic direction, objectives, priorities and regulatory goals for the Office. The Administrator is responsible for ensuring the integrity of the securities industry through licensing, examination, investigation and enforcement and for protecting investors from fraud and exploitation through outreach and education as well as investigation and [enforcement](#). This position is a high-profile position.

If you are passionate about investor protection and are a dynamic leader interested in leading a great team of dedicated public servants, contact Acting Securities Administrator Judith Shaw at

judith.m.shaw@maine.gov with questions or to express your interest. Read on to learn more about the core responsibilities.

The Securities Administrator's primary responsibilities include:

- Investor protection.
- Ensuring that the Office maintains an effective system for monitoring and conducting financial examinations of investment advisers and broker dealers operating in Maine.
- Monitoring the securities market to ensure the integrity of the market and the securities offered and sold.
- Setting securities regulatory policy by establishing pre and post licensing requirements for broker dealers and their agents and investment advisers and their representatives.
- Enforcing the securities laws of the State of Maine.
- Directing and overseeing all internal operations of MOS.
- Increasing and maintaining the Agency's visibility and relationships among all stakeholders including Maine citizens, the Executive branch, the legislative branch, other state and federal government agencies and self-regulatory organizations, the securities industry, the securities bar, elder justice partners, and the North American Securities Administrators Association (NASAA).

Leadership Duties Include:

- Providing strategic leadership and oversight to ensure the successful implementation of the Office's mission.
- Willingness to identify and inspire change within the Office and its mission, as needed.
- Developing, mentoring and leading a professional staff that includes attorneys, examiners, investigators, licensing staff, and investor education staff, among others.
- Structuring and organizing the work of the Office in the most efficient and effective manner, subject to state budget limitations.
- Representing Maine and the administration at state and national securities meetings.
- Serving as advisor to a variety of state and national boards, councils, partnerships, and commissions.
- Collaborating with the Governor's Office and their administration on matters related to securities and elder financial exploitation.
- Advising the Governor's Office on the implications of proposed policy changes.

Key Skills and Abilities:

- Relevant work experience, such as experience as a securities regulator, securities lawyer, or member of the securities industry, or related work experience.
- Knowledge of, or experience in, the theory and practice of securities. 32 M.R.S. § 16601(1)(A)
- Ability to understand and address securities market issues in order to protect Maine investors and ensure the integrity of the market.

- Knowledge of securities regulation and securities law.
- Excellent written and verbal communication skills including advanced interpersonal skills with the ability to influence and persuade to affect solutions to complex problems and build consensus among stakeholders with strong and divergent views on securities topics.
- Detail-oriented, strategic thinker and visionary with well-developed decision-making, research, analytical, and project management skills.
- Ability to make recommendations based on thorough understanding of the short and long-term impact of decisions, projects, or initiatives.
- Demonstrated ability to multi-task and manage many time-sensitive, complex projects simultaneously to support short and long-term priorities.
- Ability to identify and resolve, or minimize, potential conflicts in goals and objectives.
- Ability to identify talent and manage large teams.
- Ability to recognize and respond to trends affecting the securities industry and investors.
- Experience dealing with extremely sensitive issues that are high profile and receive media attention.
- Experience working successfully with and building strong, positive relationships with an executive team, representatives of the securities industry and securities bar, Maine consumers and investors, members of the Executive and Legislative branches of government, and key partners including elder justice partners.

APPOINTMENT:

The Securities Administrator is appointed by the Commissioner. Once appointed, the Securities Administrator serves a four-year term leading and directing the Maine Office of Securities.

Maine State Government is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request.