

NEVADA STATE BOARD OF OPTOMETRY

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CHEN K. YOUNG, O.D.
Board Member

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Board Member

May 2, 2016

Executive Director Full Time Position, Permanent

The Nevada State Board of Optometry is seeking applicants to serve the Board immediately as its Executive Director. Historically, the Board has operated with a single staff member, namely the Executive Director, so the successful applicant will be charged with all of the Board's day-to-day operations by himself or herself. This is a full-time position in the non-classified service and comes with all state benefits including PERS, PEBP, and potential participation in the Deferred Compensation Program. Salary will be negotiable based upon the experience of the successful applicant. Presently, the Board's office is in Carson City, but the office could be relocated if needed to accommodate the successful applicant. **PLEASE NOTE:** Pursuant to the Nevada Open Meeting Law, all interviews will take place at an open and public meeting and the names of all candidates who will be interviewed will be published on the Board's Agenda.

Summary of Position Responsibilities

It is expected that the successful candidate will be capable of performing all administration functions and overseeing all daily operations of the Board. These operations include, but are not limited to:

- Processing and issuing new license applications, renewal applications, and all documents related thereto.
- Responding to all telephone calls, e-mails, and other correspondence to the Board from licensees, applicants, complainants, and the general public in a timely, professional, and helpful manner.
- Maintaining official records and financial documents relating to licensees, disciplinary actions.
- Ensuring compliance of Board operations with all applicable state statutes, rules, and regulations.
- Reviewing, analyzing, and modifying office procedures and expenses to improve the efficiency and financial stability of the office.
- Utilizing data from previous operational expenses and forecasting future costs for budget needs.
- Preparing the annual budget and overseeing expenditures to ensure that the Board operates within its budget.
- Tracking and maintaining receipts and records as needed for the annual audit and working with the independent auditor.
- Ensuring that complaints are processed, investigated, and placed on the Board agenda in a timely manner consistent with complaint procedures.
- Preparing materials and making arrangements for Board meetings.
- Preparing and distributing agendas and minutes according to Open Meeting Law guidelines.
- Maintaining the office database and website as it relates to licensing and public resources.
- Working knowledge regarding Open Meeting Law and its requirements as they apply to the Board.

- Working knowledge of HIPAA, the Nevada Medical Records Act, the Nevada Public Records Act, and the Nevada Ethics in Government Laws.
- Maintaining legislative oversight and working with the Board's lobbyist.
- Drafting new regulations, statutes, policies, and procedures.
- Preparing and negotiating settlement agreements relating to discipline of licensees.
- Working well and closely with the Board's employed legal counsel and the Attorney General's representative.
- Preparing all correspondence on behalf of the Board.
- Reviewing and approving contracts and expenditures.

Required Education and/or Experience

Five years of experience working in state or other local governmental agencies (experience with occupational boards and licensing preferred) or a comparable level of experience and education elsewhere. A bachelor's degree (B.S. or B.A.) from an accredited four-year school is preferred.

Communication Skills:

- Strong written and verbal skills
- Self-motivated and detail oriented
- Ability to work effectively in collaboration with diverse groups of people including Board members, advisory committees, universities, credentialing companies, other occupational Boards, the Nevada Optometric Association, licensees, attorneys, and the public.

Computer Skills:

- Word, Excel, PowerPoint; Outlook
- Accounting Software (QuickBooks)
- Internet and website maintenance

Position Location and Travel Requirements

Presently, the Board's office is located in Carson City. The Board's office could be relocated elsewhere in Nevada if needed to accommodate a successful candidate.

The position requires some travel because the Board regularly meets in Reno and Las Vegas (usually not requiring an overnight stay), national conferences, and legislative or committee meetings.

If interested, please e-mail cover letter and resume to: optometryexec@gmail.com. To be considered, the cover letter and resume must be received by 11:59 p.m. on Thursday, May 12, 2016.