



Nevada State Board of Podiatry

1325 Airmotive Way, Suite 175-I
Reno, Nevada 89502
775-789-2605
nvpodiatry@bop.nv.gov

Position: Executive Director (Part Time, Non-Classified Employment)

Compensation: \$20+/hour DOE *approximately 15 hours per week

Location: Reno, Nevada

Roles and Responsibilities:

- Perform all operational aspects of the Board office.
- Compliance with all State and Federal reporting requirements.
- Processing of license applications.
- Maintenance of licensee database.
- Preparation of Board meetings in compliance with the Open Meeting Law.
- Financial management to include budgeting, reporting and general bookkeeping.
- Facilitate complaints and investigations received by the Board.

Minimum Qualifications:

- High School Diploma and a minimum of 2 years related experience.
- Excellent computer skills to include Microsoft Office and QuickBooks.
- Excellent written and verbal communication skills.
- Strong attention to detail/accuracy.
- Ability to work quickly and efficiently.

Preferred Qualifications:

- Previous licensing board experience.
- Previous legislative/regulation experience.

***Email your resume to nvpodiatry@bop.nv.gov**