

BOARD MEMBERS:

April Whiting
 Michael Smith
 Diane Huleva
 Robin Graber
 Walter Lopez
 Sandra Anderson
 Sgt. Andrew McDermott



Nevada State Board
 of Massage Therapists
 1755 E. Plumb Lane Suite 252
 Reno, NV 89502
 Reno - Phone (775) 687-9955
 Las Vegas – Phone (702) 486-2212
 Fax (775) 786-4264

Email: nvmassagebd@state.nv.us
Website: <http://massagetherapy.nv.gov>

The Nevada State Board of Massage Therapists is seeking an Executive Director. The mission of the Nevada State Board of Massage Therapists is to, through licensing and regulating the practice of massage, protect the public health, safety and welfare by ensuring that only qualified competent Massage Therapy Practitioners are licensed in the State of Nevada. It is our goal to balance the needs of the public with those of Licensed Massage Therapists, through development, implementation, enforcement, and continued improvement in the areas of therapist education, public safety, boundaries and ethics, in compliance with the highest standards set forth within the Massage Therapy Profession.

The Executive Director is the Chief Administrative Officer of The Nevada State Board of Massage Therapists. The Executive Director reports to the Board, and is responsible for the organization's consistent achievement of its mission and financial objectives. The position is a salaried position and serves at the pleasure of the Board, the members of which are appointed by the Governor of the State of Nevada. The Board receives no assistance from the State General Fund and is self-funded by licensure fees. The position is entitled to receive health benefits through the State of Nevada Employee Benefits Plan and retirement benefits through the Nevada Employees' Retirement System

In general, the Executive Director will:

1. Implement the directives, policies, and procedures created and approved by the Board.
2. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
3. Provide leadership in developing program, organizational and financial plans with the Board and staff, and carry out plans and policies authorized by the Board.
4. Develop concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency.
5. Maintain official records and documents, and ensure compliance with federal and state statutes and regulations.
6. Maintain a working knowledge of significant developments and trends in the field.
7. See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.

8. Publicize the activities of the Board, its programs and goals.
9. Establish sound working relationships and cooperative arrangements with legislators, sister state agencies, law enforcement, community groups and organizations, licensees, applicant, complainants, attorneys, and the general public.
10. Represent the programs and point of view of the Board to legislators, sister state agencies, law enforcement, community groups and organizations, licensees, applicant, complainants, attorneys, and the general public.
11. Be responsible for the recruitment, employment, and release of all personnel, the making and maintaining of personnel records, the monitoring of the various benefits available to the employees, and ensuring that the personnel policies are updated regularly.
12. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
13. See that an effective management team, with appropriate provision for succession, is in place.
14. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
15. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
16. Manage overall office operations, negotiating contracts, managing vendor relationships, and overseeing the office operating systems.
17. Be responsible for developing and maintaining sound financial practices.
18. Work with the staff and the Board's Treasurer in preparing a budget and in implementing the budget so that the organization operates within the budget.
19. Identify and suggest to the Board cost saving policies or other improvements to the Board's budget and function.
20. Ensure that adequate funds are available to permit the Board to carry out its work.
21. Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
22. Actively engage and energize The Nevada State Board of Massage Therapists staff and board members through continued updates and achievement of goals met and continuous goals yet to come.
23. Develop, maintain, and support a strong Board by seeking and building Board involvement with strategic direction.
24. Deepen and refine all aspects of communications—from web presence to external relations – with the goal of creating a positive reputation with applicants, licensees, complainants, law enforcement agencies, the general public, and legislators.

Qualifications

The Executive Director will be thoroughly committed to The Nevada State Board of Massage Therapists' mission. All candidates should have proven leadership and management experience. Concrete demonstrable experience and other qualifications include:

- At least three years' management experience of a state or local governmental agency, preferably involving occupational licensing
- Bachelor's degree or higher preferred, but not required
- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241)
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Knowledge of Quickbooks or other accounting and budgeting software
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

The salary range for the position is \$80,000 to \$92,000. Beginning salary will be commensurate with knowledge and experience as described herein. The position is located in Reno, Nevada with some travel to Las Vegas required.

The anticipated start date to begin training with the current Executive Director is March 14 to 31, 2016.

Applicants must submit to a fingerprint background check as part of the application process. Interested applicants must submit a cover letter describing how the applicant meets the qualifications of the position, a resume, and three references that may be contacted by the Board by 5 p.m. on January 19, 2016, to:

Colleen Platt
Platt Law Group
1575 Delucchi Lane, Suite 115-105F
Reno, Nevada 89502
cplatt@plattlawgroupreno.com
775-440-1052

Reference: Nevada State Board of Massage Therapists

In your cover letter please indicate how you heard about the position. If you heard about the position through a website please specify which website. Applicants selected for final interviews will be interviewed by the Board on February 26, 2016, at an open meeting.